APPROPRIATE USE FOR DISTRICT TECHNOLOGY

The Board of Directors of the Howard-Winneshiek Community School District is committed to making available to students (include ICN & visiting students) and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Howard-Winneshiek Community School District and to promote resource sharing, innovation, problem solving, and communication. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology.

Access to the District's technology shall be available to students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's technology. Even if students have not been given access to and/or use of the District's technology and the Internet, they may still be exposed to information and/or the Internet in guided curricular activities at the discretion of their teachers. The amount of time and type of access available for each student and staff member may be limited by the demands for the use of the District's technology resources.

Every computer in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes. Web browsing may be monitored and web activity records may be retained indefinitely.

All technologies provided by the district are intended for education purposes. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's technology, and Internet access. Students' and staff members' use of the District's technology, and Internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The IT staff may close a user account at any time as required and administrators, faculty, and staff may request the IT staff to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's technology. The District's IT staff or other appropriate personnel will provide students and staff members with Internet safety instruction.

All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Personal Safety

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Users should never share personal information, including social security number, home address, telephone number, and financial information from any District computer. Users should not publish personal or private information about yourself or others on the Internet without prior written permission. Users should not repost a message that they have received privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Users should never agree to meet with someone met online. Users should not share a personal user account with anyone. Users should not share any personal user account passwords with anyone or leave their account open or unattended.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Privacy

Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of computer network and Internet access including, transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all emails sent and received be stored for a period of "seven years."

The District has the right, but not the duty, to monitor any and all aspects of its technology, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing e-mail. The administration and the IT staff shall have both the authority and right to examine all computer and Internet activity including any logs, data, e-mail, and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and computer network systems, including the Internet.

Blogging/Podcasting/Web 2.0
Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing
Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Proxies
The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Cyber bullying
Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Illegal Activities
Use of the network for any illegal activities is prohibited. Illegal activities include but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, (h) gambling, (i) fraud, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and students) and student's parent or guardian.

The District's technology should not be used for any commercial or for-profit purposes, or product advertisement.

No warranties, expressed or implied, are made by the District for the computer technology and Internet access being provided. The District will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the Internet. Any risk and/or damages resulting from information obtained from the District's technology, and/or Internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members will be asked annually to sign a new consent and acceptable use agreement acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's technology. These agreements must be signed for students and/or staff to continue to have access to and use of the District's technology and the Internet. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so. These agreements will be kept on file. Students and staff will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations.

The interpretation, application, and modification of this policy are within the sole discretion of the Howard-Winneshiek Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the IT staff. The Board of Directors will review and update this policy every 5 years.

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The Howard-Winneshiek Community School District provides equal opportunity to adults and students in employment and programs regardless of age (actual or perceived), color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, ses, or familial status.

HOWARD-WINNESHIEK COMMUNITY SCHOOL DISTRICT

STAFF ACCEPTABLE USE AGREEMENT

I hereby certify that I have received, read, and understand the Howard-Winneshiek Community School District's Appropriate Use of technology, and the Internet policy. I accept full responsibility for my use of the District's technology, and the Internet through the District in accordance with the terms, conditions, and guidelines as stated by the District in its policies and regulations and as set out in federal and state law. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District's technology, and Internet access and may result in further discipline up to and including termination of my employment with the District and/or other legal action.

I will not hold the District responsible in any way for materials accessed through the District's technology, and/or the District's Internet access. I relieve the Howard-Winneshiek Community School District and its officers and employees from any and all financial responsibility that may be incurred by my use of the District's technology, and the Internet

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HOWARD-WINNESHIEK COMMUNITY SCHOOL DISTRICT
IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES
REGARDING THE USE OF THE DISTRICT'S TECHNOLOGY

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the Howard-Winneshiek Community School District.

The Internet is an ever-expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the Howard-Winneshiek Community School District has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the District to continually monitor the content of the Internet, the Howard-Winneshiek Community School District will employ technology protection measures in the form of Internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The District's implementation of Internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the District to prevent students from accessing inappropriate and/or harmful materials on the Internet. The District makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated District personnel, by completing an Add URL to Blocked Status form. Upon review, the IT staff or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status grievance form. The IT staff or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the Internet filtering software be disabled for bona fide research or other lawful purposes. A bona fide research form will need to be filled out and reviewed by the IT staff or other appropriate personnel before the Internet filtering software is disabled.

LAPTOP COMPUTER POLICY

The Howard-Winneshiek Community School District has laptop computers for its faculty members to use inside and outside of school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. All laptop computers and related equipment are school district property. The use of the District's laptop computers and related equipment shall be subject to all of the terms and conditions set out in the District's policy on appropriate use of technology, and the Internet.

Prior to using the District's laptop computers and related equipment, faculty members will sign a Laptop Computer Acceptance Form and agree to all outlined policies before being issued a laptop computer. Faculty members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any District laptop computer without prior consultation with the IT staff. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the District's laptop computers.

Faculty members shall protect District laptop computers and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the laptop computer and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the District, including damage to the computer, related equipment or the computer's hardware and/or software, including labor costs. Faculty members who choose to store school data, such as grades; tests or exams, on District laptop computers are required to back up this data on the District's network as a safety precaution against data loss.

Laptop Computer Acceptance Form

I understand that the laptop computer and related equipment I am being issued is the property of the Howard-Winneshiek Community School District. I agree to all of the terms and conditions in the Howard-Winneshiek Community School District Laptop Policy and the Howard-Winneshiek Community School District policy on appropriate use of technology, and the Internet. I will return the laptop computer and any related equipment I am issued in the same condition in which I receive it.

I understand that I am responsible for any damage or loss of any component of the laptop computer and/or related equipment I am issued. In case of damage or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value and functionality as approved by the District's administration.

Name _____ Date _____

Computer Serial #_____

Computer/Equipment Description and Serial #_____