

## **SERIES 300 - STUDENTS**

### **Instructional Resources and Services - 360**

#### **Network and Internet Acceptable Use Policy (363.2)**

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the network and the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. The level of access to the network provided to a student will vary according to the educational purpose and a student's age.

The purpose of District provided network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Norwalk Ontario Wilton School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

#### **Provisions:**

1. Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions.
2. Unacceptable uses of the network include, but are not limited to:
  - Violating the rights to privacy of students or employees Norwalk Ontario Wilton School District, or others outside the school system.
  - Using profanity, obscenity, or other language which may be offensive to another user.
  - Copying materials in violation of copyright law.
  - Plagiarizing, which is the taking of someone else's words, pictures, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source?
  - Using the network for financial gain or for any commercial or illegal activity.

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- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information
- Making personal purchases or unauthorized orders using the Norwalk Ontario Wilton School District name.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Violating the policy as outlined in the Norwalk Ontario Wilton School District Code of Student Conduct.
- Executing non-educational gaming.
- Streaming non-educational media.
- Attempting to circumvent, defeat, or disable filtering software.
- Participating in chat rooms or live chat.

3. The staff of Norwalk Ontario Wilton School District will be responsible for:

- Teaching students the Norwalk Ontario Wilton School District Policy and Procedures for Internet Use.
- Supervising and guiding student access to the Internet.

4. All users of the Norwalk Ontario Wilton School District network services are responsible for adhering to the Norwalk Ontario Wilton School District Policy and Procedures for Internet Use.

5. The following people are entitled to use the network:

- All Norwalk Ontario Wilton School District staff.
- All Norwalk Ontario Wilton School District's students under the supervision of a staff member and/or parent/guardian.
- Others who request Guest Accounts from the Network Administrator. These requests will be reviewed on a case-by-case basis and will be granted, if warranted, as needs and resources permit.

6. The login account name and password given to each user becomes the user's responsibility. This information should not be shared with anyone else. If shared, the user will be responsible for any data transmitted under that user's account name.

7. The Norwalk Ontario Wilton School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-

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provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

8. Any violation of Norwalk Ontario Wilton School District policy and rules may result in loss of District-provided access to the network, and or the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The following are guidelines for offenses; however more serious offenses may require stronger consequences

1<sup>st</sup> offense privileges will be revoked for 1 week, and letter sent home describing offense and consequence

2<sup>nd</sup> offense privileges will be revoked for 1 month, and letter sent home describing offense and consequence

3<sup>rd</sup> offense privileges will be revoked for 9 weeks, a personal contact with the parent will be attempted as well as a letter sent home describing offense and consequence

4<sup>th</sup> offense privileges will be revoked for rest of the year, a personal contact with the parent will be attempted as well as a letter sent home describing offense and consequence

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Students will not be issued Internet e-mail accounts. Educational use of the Internet e-mail can be accessed through the classroom teacher's account, when permitted. Students engaged in a special project may get group e-mail accounts if requested by the principal, and approved by the technology committee.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even if the District would institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. The District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Norwalk Ontario Wilton School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

To the extent practical and consistent with the legal requirements, technology protection measures (or internet filters) shall be used by the school district to block or filter Internet, or other electronic communications, access to inappropriate information, including written material and/or visual depictions that are obscene, pornography or harmful to minors.

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Students will be educated about proper on-line behavior including cyberbullying awareness and interacting with other individuals on social networking sites and chat rooms.

Adopted: August 22, 2005

Revised: August 11, 2008  
July 16, 2012  
January 14, 2013

Legal Reference: Section 118.001, 120.13(1), 943.70(2), 947.0125 Wisconsin Statutes

Broadband Data Improvement Act (PL 110-385)  
Children's Internet Protection Act  
Neighborhood Children's Internet Protection Act  
Children's Online Privacy Act  
Federal Copyright Law [17 U.S.C.]  
TEACH Act

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Adopted 8/22/05

Revised: 8/11/08

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Adopted 8/22/05

Revised: 8/11/08