

INTRODUCTION:

The Internet is a powerful tool that allows for students to learn, create, and collaborate with other students in the district and throughout the world through the use of various technologies (computers, tablets, cell phones, etc.). To ensure that the students of the Cadott Community School District are prepared for careers and post-secondary education in the 21st Century and that the district upholds student rights to access information in a free and democratic society, the District offers Internet access for student use through two networks, one intended for district owned devices and the other a guest network which allows students to utilize their own personal devices. This document contains the Acceptable Use Policy for student use of the computer network(s). It is important that students and families understand that Internet access on both district computers and personal devices while on the District's computer network is a privilege, not a right, and that the guidelines outlined in this document determine a student's eligibility for Internet access.

DEFINITIONS:

- The terms “educational purpose” or “educational purposes” refer to classroom activities and instruction, professional and career development, and professional productivity.
- The acronym GAFE refers to the district's Google Apps for Education domain and refers to all software available to students through the Google platform, including but not limited to Google Drive (Docs, Spreadsheet, Presentation, Forms, Drawing), Google Sites, etc.
- “District network(s)” refers to any communications made by students using either the district's secured network or its open guest network.
- The term “Inappropriate Materials” refers to, but is not limited to, any content that is pornographic, obscene, violent, discriminatory, illegal, or derogatory, that can be found on the Internet.
- The term “Social Media” refers to, but is not limited to, any blogs, wikis, social networking, or file sharing sites that may be used in an educational setting.

STUDENT INTERNET ACCESS

1. All students will have access to the Internet or World Wide Web information resources through their classroom, library media center, personal devices, or school computer lab.
2. All students will be provided with individual e-mail accounts through Google Apps for Education. These accounts are secure and do not allow students to contact any Google users outside of the school district (i.e. students are only able to email and collaborate with teachers and students in the Cadott domain). The primary use of these accounts is intended for students to access online content through the Google Suite, including, but not limited to, Google Drive (Docs, Spreadsheet, and Presentation), Gmail, Google Sites, and Google Drawing. If a parent/guardian wishes that his/her student(s) not utilize a school email access, he or she must notify the district in writing.
3. Students and parents (for students under the age of 18) must sign a Student Acceptable Use Agreement for a student to be granted an individual account on the computer

network and given Internet privileges. This Agreement must be renewed on an annual basis. Parents (of students under the age of 18) can withdraw their approval at any time.

EDUCATIONAL PURPOSES

1. The computer network has been established for educational purposes only. The term "educational purposes" includes classroom activities that promote learning, collaboration, creation, and career development.
2. The computer network has not been established as a public access service or a public forum. The Cadott School District has the right to place reasonable restrictions on the material you access or send through the system. You are also expected to follow the rules set forth in this policy, the Classroom Code of Conduct, and the law.
3. You may not use the computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the computer network.
4. You may not use the computer network for political lobbying; however, you may use the system to communicate with elected representatives.

ACCEPTABLE USES:

Responsible users of the district networks and technology do the following:

1. Utilize access to the Internet through the district's network(s) for educational purposes.
2. Respect all students and people (including their ideas, personalities, beliefs, etc) while online.
3. Keep information about themselves and other people (including home addresses, phone numbers, etc) private.
4. Keep their usernames and passwords for the district network(s) and Google Apps for Education private.
5. Respect and follow copyright laws in regards to text, pictures, videos, audio, and other digital media that they find on the Internet.
6. Cite and give credit for information they use from any source on the Internet.
7. Follow the directions of their teachers, administrators, and other staff when using the Internet and other district technology.
8. Download materials from the Internet for the sole intent of educational purposes and in accordance with copyright laws.

UNACCEPTABLE USES

Responsible users of the district network(s):

1. Do not create, send, or post language or media that is profane, lewd, vulgar, or threatening in nature.

2. Do not create, send, or post language or media with the intent to harass, ostracize, or defame an individual, including prejudicial/discriminatory attacks against another person.
3. Do not login or use an account (both for the district network and Google Apps for Education) other than their own, even if another student gives permission to use his/her account.
4. Do not change or alter any computer or cloud-based files that are not his/her own.
5. Do not make attempts to disrupt the district's network through the introduction of malware or viruses.
6. Do not willfully damage or assist others in the damage of computer equipment.
7. Do not intentionally access materials on the Internet that are not for educational purposes or help to meet the school district's educational objectives or mission.
8. Do not intentionally access inappropriate while online.
9. Do not use the Internet or district technology to engage in any illegal acts.

PRIVACY:

As a member of the school community and a user of its network(s), students should not expect privacy of the contents of any personal files stored on the district network or in the district's Google domain. An individual search of a student's files or accounts will be conducted if there is reasonable suspicion that a student has violated this policy, the Code of Classroom Conduct, or the law. The investigation will be reasonable and related to the suspected violation. Inappropriate and/or unacceptable files will be purged following the investigation.

SOCIAL MEDIA:

- a. Social media are a part of our everyday lives. However, these tools should be utilized within the school environment for educational purposes only and under the discretion of a classroom teacher.
- b. Publishing to social media sites over the district network(s) should be done ethically and responsibly and students are reminded that they will be held responsible for any non-educational or inappropriate posts, images, etc. that they upload to any social media sites.
- c. Furthermore, students will be held responsible if they bully, harass, intimidate, threaten, defame, slander, or libel any student or staff member in the school district through a social media site.

ENCOUNTER OF INAPPROPRIATE MATERIALS:

The School District of Cadott Community follows all regulations and guidelines necessary for filtering the Internet and keep our students safe from inappropriate materials on the Internet. However, due to the nature of the internet, there is always a chance that students will have access to materials that can be deemed inappropriate material and lack educational merit. The Cadott Community School District believes that the access to the wealth of good information that can be accessed using the Internet exceeds the access to poor or inappropriate materials that can be discovered on it.

If a student or staff member encounters a site that they believe to be inappropriate for students, he/she should alert their teacher and contact the district Library Media Specialist so that the content can be discussed, evaluated, and appropriately filtered.

PLAGIARISM AND COPYRIGHT INFRINGEMENT:

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing or photos of others and presenting them as if they were yours. Using other peoples' words, ideas, or artistic creations requires the use of quotes or reference notations, as well as appropriate citations for material you use in a works cited page or bibliography.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher or speak with the district's library media specialist.

LIMITATION OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the District computer network will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the computer network. The District will not be responsible for financial obligations arising through the unauthorized use of the computer network.

PERSONAL RESPONSIBILITY

Students are responsible for all of their actions, words and behaviors when using the District computers and computer network (including network drive, e-mail, and Internet).

INFRACTIONS OF THE ACCEPTABLE USE POLICY:

The elementary school and the jr/sr high school will conduct their own investigations into each infraction and determine a course of reprimand based on each individual case. If a violation has occurred when using the district computer network, the discipline procedure in either building may include teacher conference(s) with the student and/or parent and/or administration. Discipline may result in loss of access to the district's computer(s), and/or computer network including the Internet. Other discipline measures may include administrative intervention in accordance with the student/parent handbook and school behavior rules, which may include expulsion.

In the event there is a claim that a student has violated any stipulations in this policy, the student will be provided the opportunity to present an explanation to his/her teacher and/or building administrator.

Finally, in the event of a student's use of the network for illegal activities, the district will fully cooperate with local, state, or federal officials to help aid in any investigation.

**STUDENT ACCESS AGREEMENT FOR
THE DISTRICT COMPUTER NETWORK, INFRASTRUCTURE, and
HARDWARE**

Student Name: _____ Grade: _____

School: _____

I have read the Student Acceptable Use Policy.

I agree to follow the rules contained in this Policy.

I understand that if I violate the rules I will lose my computer network and Internet privileges according to the disciplinary procedure set forth in the Policy and I may face other disciplinary measures.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN SECTION

I have read the Student Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer network, including, but not limited to claims that may arise from the unauthorized use of the computer network to purchase products or services.

I give permission to issue student access to the computer network and the Internet for my child and certify that the information contained in this form is correct.

Parent Signature: _____ Date: _____

Parent Name: _____ Phone: _____

Home Address: _____