

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 400 - Personnel**

SOCIAL MEDIA ACCEPTABLE USE POLICY FOR STUDENTS & PARENTSPOLICY 490.6

Middleton School District recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student, parent and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- The network is intended for educational purposes.
- All activity over the network or using District technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Middleton School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, e-mail and more.

As new technologies emerge, Middleton School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provide by Middleton School District are intended for educational purposes. 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; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Web Access

Middleton School District provides it users with access to the Internet, including web sites, resources, content and online tools. That access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the Web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes that it should not be, the user should follow protocol to alert an IT staff member or submit the site for review.

Email

Middleton School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the District policy or the teachers.

Social / Web 2.0 / Collaborative Content –

Recognizing that collaboration is essential to education, Middleton School District may provide users with access to web sites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Middleton School District may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District and school is entrusting to your care. Users should report any loss, damage or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuses.

Use of school-issued mobile devices, including use of the school network, may be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to

download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and for educational purposes.

Netiquette –

- Users should always use the Internet, network resources and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they would not want parents, teachers or future colleges or employers to see. Once something is online, it is out there – and can sometimes be shared and spread in ways you never intended.

Personal Safety –

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 Administrator, Teacher or School Staff Member.

- Users should never share personal information, including phone number, address social security number, birthday or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Student users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyberbullying. Do not be mean. Do not 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, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use –

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate or harmful content (images, messages, posts) online.

- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment or disrespectful conduct toward others – staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain email.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Middleton School District will not be responsible for damage or harm to persons, files, data or hardware. While Middleton School District employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Middleton School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology or computer privileges in extreme cases.
- Notification to administrators and parents in most cases.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)

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POLICY REFERENCE:

553 Student Use of Electronic Communication and Entertainment Devices

490.5 Employee Use of Electronic Communication and Entertainment Devices

PROCEDURE REFERENCE:

490.5-P1 Electronic Communications and Social Networking by School Employees

ADOPTED: 09/10/2012