School District of Milton

Student Technology Acceptable Use Handbook

2023-2024

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I.   INTRODUCTION

The School District of Milton (SDM) supports a 1:1 initiative to transform teaching and learning within SDM. The initiative gives students the tools to have instant access to the world of information and to become producers rather than just consumers of information. By providing each student with access to technology, SDM will be able to enrich the learning that takes place in and out of classrooms. The rules set forth in this Handbook, as well as applicable Board Policies, apply to any use of SDM's technology, whether on or off campus. Parents and guardians can review the Handbook and agree to the terms electronically during school registration. Students 4th grade and up will also fill out the Classroom Use & Device Agreement which is an abridged version of this AUP handbook.

II.   TECHNOLOGY

A.   TECHNOLOGY PROVIDED

"Device" refers to a computer or tablet, or other item provided to a student through the 1:1 initiative. SDM retains records of all serial numbers for student-issued devices.

"Equipment" refers to the protective bag or case, AC charger, software and/or other items provided to students.

"Network Resources" refers to all aspects of SDM's owned or leased equipment, including, but not limited to, devices, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services.

B.   OWNERSHIP/ EXPECTATION OF PRIVACY

SDM retains sole right of possession and/or ownership of all devices, equipment, and network resources. SDM grants permission to students and staff to use SDM devices, equipment, and network resources for educational purposes only, according to the guidelines set forth in this handbook; Board Policies; and all applicable state and federal laws. Users shall abide by the same use policies when using SDM devices, equipment, and network resources away from SDM building and grounds. Users are expected to treat SDM devices, equipment, and network resources with care and shall report any loss, damage, or malfunction to the SDM Technology Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse and could be disciplined in accordance with this Handbook; Board Policy 5136.01, Board Policy 7540.03 as well as any other relevant SDM policy. SDM reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, SDM administrative staff retains the right to collect and/or inspect devices and/or network resources at any time, including via electronic remote access; and

to alter, add, or delete installed software or hardware. There are no reasonable expectations of privacy while using SDM devices or network resources.

C.   RESPONSIBILITY FOR ELECTRONIC DATA

It is the sole responsibility of students to back-up their data as necessary. SDM provides directions for data backup, but does not accept responsibility for any such backup of student material.

D.   SUBSTITUTE DEVICES

In the event that a device is inoperable, SDM will make best effort to provide a loaner device to prevent lost instructional time due to technology availability. SDM has the option, at their sole discretion, to deny access to a loaner device.

Students, who leave their device at home and/or bring their device to school with insufficient battery charge will not be issued a loaner device unless a teacher requests one for a specific test or task. Students may not use a personal device as a substitute for a school issued device.

E.   STANDARD OF CARE

Students are expected to take certain steps to ensure proper care of devices, equipment and network resources. Students are expected to follow all the specific care guidelines listed in this handbook, and Board Policies 5136.01 and 7540.03, as well as take any additional common sense precautions to protect assigned devices, equipment, and network resources. Loss or damage resulting in failure to abide by the rules below may result in full financial responsibility.

Students shall:

1.   Treat devices, equipment, and network resources with as much care as if they were their own property.

2.   Not attempt to remove or change the physical structure of a device, equipment or network resource. This includes removing or changing the keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs.

3.   Not remove or interfere with the serial number or any identification placed on devices or equipment.

4.   Keep devices and equipment clean. Device screens show fingerprints and smudges easily, so students should be sure to follow proper cleaning procedures to keep device screens looking new. Students should never use

a chemical to clean a device screen, but instead should use a soft, dry, lint-free cloth.

5.   Not act in any way so as to permanently alter devices or equipment.

6.   Back up data. Electronic information is not safe when stored on only one device.

7.   Not put stickers or use any type of markers on a device or equipment. Removable laptop skins or protective covers for the LAPTOPS ONLY may be purchased at the student's sole expense, but the following guidelines must be followed:

i.   Laptop skins should show respect for the student, those around the student, SDM and the community. Laptop skins not appropriate for a school setting will be removed.

ii.   The promotion of products, which are illegal for use by minors such as alcohol, tobacco, or drugs, are not acceptable.

iii.   The displays of obscene material, profanity, or references to subversion are not appropriate.

iv.   Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed.

8.   Close the lid of a device when it is not in use, in order to save battery life and protect the screen.

9.   Transport devices in provided equipment. Students should never walk from one location to another with an open device whether at school or at home.

10.   Not charge a device while it is in the bag. It is important to ensure that devices have air circulation while charging.

11.   Keep devices and equipment in safe and secure places (a locker, when locked, is considered a safe place).

i.   Devices and equipment should not be left on the floor where they might be stepped on or are within reach of small children or pets.

ii.   Devices and equipment should not be left in a car or anywhere they might be exposed to extreme temperatures. The locked trunk of a

car could be an acceptable storage place so long as it's not excessively hot or cold.

    iii.   Devices and equipment left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked devices and equipment, if damaged or stolen, will be the student's financial responsibility.

    iv.   Devices and equipment should never be left in school vehicles (bus), in the gym, in a locker room, on a playing field, or in other areas where they could be damaged or stolen.

12.   Not remove devices from protective cases.

13.   Keep devices and equipment away from all liquids. Exposure to liquids will severely damage devices and equipment and may result in large repair costs.

14.   Maintain a 100% working device at all times. If a device is not working properly, refer to Section IV, Damage or Loss of Technology, below.

15.   Bring a device to class each day, fully charged. It is imperative that students bring their fully charged device to school each day for their learning. Teachers will be designing lessons based on students having access to their device. When a device is not being used in class, it is to be closed/covered (as determined by the teacher).

    i.   Students should establish a routine at home for the charging of their devices.

    ii.   Students shall only use the charging unit provided by SDM.

    iii.   It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will be charged for the replacement of lost or damaged power adapters.

    iv.   Keep a device in its carrying bag/case at all times when it is not being used. Students shall not store anything (e.g., cords, papers or disks) in the area within the case designed for the device other than the device itself as this may damage the screen.

16.   Read and follow any maintenance alerts from SDM.

17. Shutdown a device when it won't be used for an extended duration. Simply putting a device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

18. Completely close a device lid when moving it from one point to another. Make sure no foreign objects are in-between the screen and keyboard when the lid is closed; otherwise the screen may break or become damaged.

19. Never carry or handle a device by the screen. Be sure to use proper handling techniques and carry a device by holding the entire unit.

20. Avoid extended use of devices resting directly on the student's lap. The bottom of the device can generate significant heat and cause serious injury. Use a barrier, such as a book or items made specifically for this purpose, when working on a device. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

21. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Students should take frequent breaks as well as alter their physical positions (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, it is recommended that students set up a workstation at home with an external keyboard and mouse that allows them to situate the screen at eye level and the keyboard at lap level.

F.   LIABILITY WAIVER

No warranties, expressed or implied, are made by SDM for the devices, equipment or network resources provided. SDM is not responsible for damage or harm to persons, files, data, hardware; delays; non-deliveries; misdeliveries; or service interruptions. While SDM employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Individual users are solely responsible for making backup copies of their data. SDM is not responsible for the accuracy of information that users access on the internet and is not responsible for any unauthorized charges students or staff may incur as a result of their use of SDM's devices, equipment or network resources. Any risk and/or damage resulting from information obtained from and/or with SDM's devices, equipment, or network resources is assumed by and is the responsibility of the user. SDM will not be responsible financially or otherwise, for unauthorized transactions conducted with SDM's devices, equipment or network resources.

Students who are allowed to take a device home can access the internet on their device if they have the internet available to them in their home or other location(s). As with any other internet-enabled device, SDM recommends that parents/guardians monitor their student's time and activities on the Internet when their student is not at school.

III.   USE AND CONDUCT

A.   MONITORING OF DEVICES

In compliance with the Children's Internet Protection Act (CIPA), SDM is and will continue to do everything practicable to keep students safe when using SDM's devices which includes deploying a CIPA-compliant web filter. It is possible that restricted content may not always be stopped by filtering technology. SDM does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of SDM. SDM expects students to use technology appropriately and follow all policies when using the internet, and believes that parent/guardian supervision of technology use outside of school is critical to ensure student safety and compliance with District policies as well as state and federal laws. Students found in violation of SDM policies may be subject to disciplinary actions. If prohibited or inappropriate web pages or content are accessed by accident, students should immediately leave the site and report the incident to an adult.

There is no reasonable expectation of privacy while using SDM devices or network resources. Devices and network resources are the property of SDM, and SDM has the right to determine what is appropriate and when and how to search devices and network resources.

B.   EDUCATION OF STUDENTS ON SAFE AND APPROPRIATE USE

Students will receive instruction on the safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others. Topics covered in technology learning sessions will include information on cyberbullying and cyber-harassment, digital footprint, inappropriate websites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

C.   PROHIBITED USE

The following is a list of rules and guidelines that govern students' use of SDM devices and network resources. Students must follow these rules and guidelines at all times.

Students shall:

1. Not do anything illegal or anything that adversely affects SDM's legal interests, the educational needs of its students or the efficiency of SDM operations. All illegal and disruptive activity is prohibited, and SDM will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.

2. Not post personal contact information about themselves or other people: first and last names; home, school or work addresses; telephone numbers; etc. School contact information may be allowed as part of approved projects.

3. Not agree to meet with someone they have met online without the approval of a parent/guardian.

4. Promptly disclose to a teacher, administrator or school employee any message they receive that is inappropriate, offensive, or makes them feel uncomfortable.

5. Not attempt to gain or gain unauthorized access to SDM's network resources or any other computer system through SDM's network resources, or go beyond their authorized access. This includes, but is not limited to, attempting to login through another account or accessing or attempting to access another person's files without authorization.

6. Not deliberately attempt to disrupt SDM's system performance or destroy data by any means.

7. Not use SDM's system to send, receive, view, or download any illegal materials or engage in other illegal or illicit acts.

8. Be responsible for the use of their individual account and should take all precautions to prevent others from being able to use their account.

9. Not intentionally bypass the school district's web filter by way of; Proxy bypass websites, browser addons, VPNs, or use of personal networks such as cell phone hotspot data during the school day.

10. Conduct themselves in a manner that is appropriate and proper as representatives of SDM.

11. Not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

12. Not post information that, if acted upon, could cause damage or a danger of disruption.

13. Not harass or cyber bully other individuals. Harassment in this context is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, they must stop. Continued online harassment and/or cyberbullying is punishable under Code of Student Conduct or other Board Policies.

14. Not post personal information about another person.

15. Not post false or defamatory information about a person or organization.

16. Be mindful that all emails are subject to Wisconsin Public Records Law.

17. Not engage in "spamming," which includes sending annoying or unnecessary messages to a large number of people.

18. Check their email frequently and delete unwanted messages promptly.

19. Use SDM's system only for educational activities during school hours.

20. Not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students will use proper bibliography formats.

21. Respect copyright laws. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the copyright owner.

22. Not use earbuds/headphones in class or during study times unless such use is first approved by a teacher.

24. Not illegally download music, videos, applications, or any other content.

26. Not conduct any commercial business, unless authorized by a teacher or administrator.

27. Not conduct any activity that violates SDM rules, Board Policies, as well as state or federal laws.

28. Not install any non-approved apps/software onto the device.

29.   Not copy SDM school software (copying school owned software programs is considered theft).

30.   Not record video, audio, or take a photo of staff or other students without their consent.

31.   Print any materials that are not related to and required for school work.

32.   Not allow anyone else to use their specifically issued device. Parents or guardians may utilize the device for the sole purpose of monitoring a student's use or classwork; personal or business use of the device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.

D.   DISCIPLINE

Any student who violates the rules and expectations relative to this Handbook and/or Board Policy 5136.01 and 7540.03 will be subject to disciplinary action, up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an SDM administrator or designee will decide appropriate consequences in accordance with Board Policies and the law. SDM will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with SDM's devices or network resources.

Any student violations may also result in the student's access to SDM technology being limited or revoked. The first time a device is confiscated, the student will receive a warning before having it returned. If a device is confiscated two or more times, the student may be required to get a parent/legal guardian signature acknowledging financial responsibility before getting the device back, along with any other appropriate consequences.

Use of SDM devices and network resources is a privilege, not a right. SDM administration has the right to restrict a student's device and internet access due to behavioral issues and/or academic performance.

E.   WAIVER OF USE

Parents/guardians have the right to waive their student's ability to take home a device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. A student, whose parent/guardian has waived his/her access, will still have access to a device while at school, but will not be allowed to take one home. The decision to either waive access to a take-home device can be made at any time during the school year.

IV. DAMAGE OR LOSS OF TECHNOLOGY

A. DAMAGE TO TECHNOLOGY

If a device or equipment is damaged, SDM administration or the SDM Technology Department must be notified immediately. SDM reserves the right to charge a student and/or parent/guardian the full cost for repair or replacement of a device or equipment when damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving devices or equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school or at home.

2. Lending devices or equipment to others.

3. Using devices or equipment in an unsafe environment.

4. Using devices or equipment in an unsafe or unintended manner.

5. Any device use that is prohibited in this Handbook or Board Policies.

All SDM device and equipment repairs and replacements must be done through the SDM Technology Department. If a device or equipment is damaged/lost, the student is responsible for the replacement cost.

In the event that damage to a device or equipment is not covered by a warranty or insurance and such damage occurred while the device or equipment was within a student's control, the student and his/her parent/guardian will be billed according to the actual cost of the repair or replacement as determined by SDM's Technology Department. SDM Technology Department and Administration reserve the authority to waive repair or replacement charges at their sole discretion.

B. LOSS OR THEFT OF TECHNOLOGY

Devices or equipment that are lost or stolen need to be reported to the school's main office or to the Technology Department immediately. If theft is suspected, the parent/guardian should file a police report as soon as possible.

Lost or stolen devices and equipment will be assessed the full replacement value. Students will be financially responsible for such loss or theft and may lose his/her right to take future devices and/or equipment home.

Families may purchase device insurance from SDM during registration. The policy covers a one-year period. The full Insurance Declaration including deductible information can be found on the district website.

If a student leaves SDM and does not turn in his/her device and equipment, SDM will make efforts to obtain the device and equipment. If reasonable efforts are unsuccessful, the device and equipment will be considered stolen and the appropriate legal authorities will be contacted.

V. WEB/SOCIAL MEDIA PUBLICATION

A. PUBLICATION OF STUDENT WORK AND INFORMATION

Access to network resources has dramatically expanded the teaching and learning opportunities for students and staff of SDM. Primary source material, connections with experts, historical and scientific databases, graphics, images, and software are available instantaneously from places around the globe. Through its network resources, SDM has also become a valuable source of information for others as it publishes school curriculum and instruction, school-authorized activities, and other information relating to SDM and its mission onto various platforms included in the SDM web presence. SDM web presence includes but is not limited to, the school district website, Google sites, athletics and recreation websites, and social media.

Publishing privileges are provided to students and staff through SDM administrators or designee. Creators publishing to SDM web presence need to familiarize themselves with and adhere to the following guidelines and responsibilities. Failure to comply with the following guidelines as well as with Board Policy 5722 may result in the loss of authoring privileges or other more stringent disciplinary measures.

1. Content published to SDM web presence shall be developed and controlled under the supervision of staff designated by the SDM administrators or designee.

2. SDM web presence shall not contain information that is inappropriate, obscene, racist, sexist, or contains obscenities or inflammatory/abusive language. All SDM web pages shall meet state and federal laws regarding

student accessibility and shall not contain links to sites that do not meet the same criteria.

3. SDM web presence shall adhere to the following rules with regard to publicly accessible posts on social media and district web pages that contain student information. Such content shall:

  i. Include only the first name of the student.

  ii. Not include a student's home phone number or the address or the names of other family members or friends.

  iii. Not include student email addresses.

  iv. Contain student video clips, student audio clips, student photos, or student published work based on the supervising teacher's judgment and implied consent of the student or his/her parent or guardian (see SDM "Web Publication Opt Out Form").

4. No portion of SDM web presence is to be used for personal purposes and may not contain links to personal content promoting a political cause or for-profit enterprise, or are not specifically related to education.

Concerns about the content of any page or post created by staff or students on SDM web presence should be directed to an SDM administrator.

B.   WEB PUBLICATION OPT OUT FORM

For the purpose of sharing with the community the exemplary work and activities of SDM students, SDM may publish photographs of student work to its web presence. SDM may also publish staff and student likenesses. Permission of the student, parent, or staff member to publish their work or likeness may be revoked on an opt-out basis by completing the form below. All published work and/or photographs of work must conform to SDM Board Policies and established school guidelines.

As per SDM Board Policies, directory data includes student names, a student's field of study, participation in District activities, photographs, degrees and awards received, and the name of the school in which a student is currently attending. Any parent, guardian, or eligible student (18 years of age or older) may request that their student's directory data not be published on SDM web pages. This can be communicated by completing SDM's "Web Publication Opt Out Form", provided that such notification is given to SDM within thirty (30) days of receiving this Handbook and/or in compliance with Board Policy. This notification will serve for the upcoming school year only – any previous notices on file with the school district are void at the completion of each school year.

The "Web Publication Opt Out Form" is attached hereto as Attachment B.

ATTACHMENT A

School District of Milton

Student Technology Acceptable Use Handbook

<u>ACKNOWLEDGMENT FORM</u>

I, _____ acknowledge that the School District of Milton's Student 1:1 and Technology Acceptable Use Handbook has been provided to me, that I have read it, and that I understand and agree to comply with the rules and procedures set forth within it.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

If you are acknowledging this document electronically through online registration you will NOT need to print and sign.

ATTACHMENT B

<u>WEB PUBLICATION OPT OUT FORM</u>

I have read the above Acceptable Use Of Technology Rules and Regulations and I wish to opt out of my image or my child's work or image being published to the Internet.

Date:___/___/_____ Circle One: Staff   or   Student

Primary School or Building:_____

Printed Name:_____

Signature:_____

Students Only - Graduation Year:_____

Students Only - Parent or Guardian Signature: _____

Return completed document to:
School District of Milton District Office
448 East High Street
Milton WI 53563