PLEASE READ POLICY AND THEN SIGN AND RETURN THIS PAGE TO HUMAN RESOURCES TO BE PLACED IN YOUR PERSONEL FILE.

365.1-EXHIBIT 2   WRDN EMPLOYEE ACKNOWLEDGEMENT AND WAIVER

I understand that access to the WRDN and the Internet has been developed to support the district's educational responsibilities and mission. I understand that the District reserves the right to monitor all traffic on the network. I have been given the policies governing its use. I am also aware that specific conditions, services being offered, and expectations change from time to time. In addition, WRPS makes no warranties with respect to WRPS network services, and its specifically assumes no responsibilities for:

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    A.   Any information or advice received from sources outside of the district or any costs or charges incurred as a result of seeing or accepting such advice;

    B.   Any costs, liability or damage caused by the way I choose to use the WRDN network access;

    C.   Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of WRPS; and

By signing below I acknowledge that e-mail messages and Internet usage are not private and recognize that all employee's activities on the WRDN may be monitored.

School _____

Employee name _____

Employee signature _____Date _____

365.1 RULE   NETWORK AND ACCEPTABLE USE GUIDELINES

The WRPS District Network (WRDN) and the Internet represent powerful educational resources, which allow users to find, use, and place information on the worldwide electronic network. Users will be able to connect to major universities, national libraries, other schools around the world, and businesses. They will use these resources to communicate with others in those settings. The term WRDN will be used to refer to all wiring, equipment, software, computers, connections, and services owned or leased by the district to support educational and/or administrative functions.

Just as there are social codes and behaviors, which are acceptable at school, there are correct procedures and rules for use of the WRDN information services. It is the intention of the district that these guidelines will apply to all students and district employees, as well as guests using the WRDN.

Student users and their parents(s) or guardian(s) will be asked to sign the Student Consent and Waiver form. This signed statement becomes your permission for independent use of the Internet and monitoring of their network activity. Independent use is defined as student use of the Internet without the direct supervision of a classroom teacher.

District employees will be required to sign the WRDN Employee Acknowledgement and Waiver form. This signed statement acknowledges the receipt of the policy and the monitoring of their network activity.

The School District Network

The WRDN provides access for the purpose of fulfilling the district's mission of teaching, learning and public service operations. The WRDN makes sharing of information, resources and communication among the school buildings possible. It also serves as the district's connection to the Internet. The WRDN supports activities, which have educational and administrative value for district staff and students. Access to the WRDN and the Internet is a privilege and not a right.

The Internet

The Internet is a global network made up of many smaller contributing networks, of which WRDN is a part. The Internet supports the open exchange of information among many different institutions all over the world. This system gives immediate access to information. For example, articles, documents and pictures as well current information about news, weather, and sports can be found on the Internet.
The Internet does include some material that is not suitable for WRDN users. The intent of the WRPS is to use connections on the Internet only for purposes consistent with our approved curriculum and/or administrative functions.

Before using these exciting research tools, it is important to understand the many capabilities of the computer connections available on the WRDN and the Internet. These guidelines will detail the proper way to use these communication tools.

Moral and Ethical Issues

The moral and ethical issues relating to the use of worldwide information systems are controversial. The issues involve free speech, intellectual freedom, and access to information on one side and what we deem to be appropriate according to our district and community standards. WRPS wants to provide users with a stimulating educational environment. At the same time, we want to protect users from information that is not educationally or developmentally appropriate to use.

WRPS wants students and district staff to use the valuable educational tool to freely access information, but at the same time cannot condone the access of inappropriate information on the Internet. The district acknowledges the fact that these inappropriate materials exist and will take all reasonable steps to actively avoid them, in accordance with our current materials selection policies. Present technologies do not allow the district to filter out all of the materials that are unacceptable for users. It should be clearly understood by all users that intentionally accessing such materials in any form is strictly forbidden.

The actual percentage of unacceptable materials on the Internet is small but can cause concern for students and parents if a student stumbles into the information while doing legitimate research. If there is a question or concern regarding any of the information found on the Internet, students should contact a teacher, a computer lab supervisor, or a building administrator.

Electric Libraries

The Internet provides a vast digital library. Electronic databases and information search tools are an integral part of school library media centers and classrooms and are available on the WRDN as part of their services. This means that users have the right to information, but the school has the right to restrict any information that does not support the approved curriculum and/or administrative functions.

Who is Watching?

The WRDN and the Internet are "public places." Users must remember this space is shared with many other users and can be monitored. If a particular service is used on the network, chances are someone could find out about the connections made and what was looked at while in the system. Because these connections are granted as part of the curriculum, WRPS reserves the right to monitor all traffic on the WRDN. The district does this to make sure the network continues to function properly and district policies are being followed.

For safety, remember to exercise caution when communicating with people in the outside world. Posting and sending information on the WRDN or Internet is viewed as publication and must conform to district policies for release of information. Do not give out a home phone number or an address to anyone. When using the WRDN to communicate with others, keep the following in mind:

- you cannot see them;
- you cannot tell how old they are or what sex they are;
- they can tell you anything, and you cannot always be sure what they are telling you is true;
- absolute privacy cannot be guaranteed in a network environment; and
- you need to think carefully about what you say and how you say it.

Similarly, it is inappropriate to misrepresent your identity or purpose while using the WRDN. If there is a problem with any of the information someone is giving or asking, tell a teacher, a computer lab supervisor, or a building administrator.

Privacy

Students may not provide (Personally Identifiable Information) PII while on a district computer unless permission is given by the teacher. (e.g. Wisconsin Career Info System, online curricular projects such as Cyber Surfari.)

Before granting permission, the teacher must review the site's privacy policy for compliance with Children's Online Privacy Protection Act (COPPA) and seek parental permission if necessary.

No third-party disclosure of PII is acceptable. If the company either shares PII or reserves the right to share PII with third parties, then the web site is not acceptable for use by WRPS students.

Sites that do not purge collected information should be avoided.

Site Security

Web based companies must assure that they have taken steps to secure any data that has been given to them by WRPS users.

Compatibility with WRDN

The site must provide acceptable technical performance, levels of support, and be compatible with local infrastructure.

PII – Personally Identifiable Information

Definition: Personally Identifiable Information (PII) includes first name, last name, address, e-mail address (or other online contact information or a stream name that reveals an e-mail address), telephone number, social security number, a persistent identifier such as a customer number held in a cookie or a processor serial number, or any other information such that the combination permits physical or on-line contacting.

Only sites that comply with the Children's Online Privacy Protection Act (COPPA) will be considered for use within the district. Since COPPA only applies to children 12 and under, every effort should be made to use only sites that extend COPPA compliance to all students.

School Conduct Standards

WRPS has conduct standards for all users that detail appropriate school behavior, outline rights, and set expectations for users. Because the WRDN and the Internet are used as part of a school activity, the school's code of conduct applies to these activities as well. Therefore, the network use policy is an extension of the school's behavior code. These conduct standards apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and information loss due to the introduction of viruses or worms and any tampering with hardware and software. They also apply to electronic harassment and abusive or obscene language. Use of the WRDN to annoy and harass or offend people is prohibited.

The Law

According to Wisconsin State Statues, whoever willfully, knowingly and without authorization modifies, destroys, accesses, takes possession of or copies data, computer programs or supporting documentation or modifies, destroys, uses or takes equipment or supplies used or intended to be used in a computer, computer system or computer network may be penalized for such actions. Any user committing acts of this kind may face disciplinary action by the school and legal action. The user will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally.

Contractual Agreements/Business partnerships

1. *Contractual agreements with web based companies may only be entered into by an authorized administrator.*
2. *Objectionable clauses must be open to negotiation.*
3. *Ownership of any data created by WRPS users shall remain the property of the user or WRPS as appropriate.*
4. *No changes can be made in the contract without the consent of WRPS.*
5. *The district should not enter into exclusive contracts.*
6. *Contract may not restrict WRPS users from existing "fair use" provisions of the law.*
7. *Contractual agreements that increase support staff loads must be budgeted for.*

Plagiarism

Plagiarism is prohibited. The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student user who leads readers to believe that what they are reading is the user's original work when it is not, is guilty of plagiarism.

Be careful when using the Internet. Cutting and pasting ideas into a document is very easy to do. Be sure that credit is given to the author. Teachers need to know what ideas belong to the author and what ideas belong to the student user.

Copyright

Under Section 107 of Title 17 of the U. S. Code, "Fair Use" means that users may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. The WRDN and the Internet provides access to a variety of media - text, music, graphics, and video. Each of these formats has copyright restrictions. Because fair use of digital content has not yet been clearly defined, caution is recommended.

There are many that would like to see information and graphics on the Internet all treated like "public domain" possessions, available for the taking and republishing. Copyright law does not allow the re-publishing of text or graphics found on the Internet or file servers without written permission. Computer software also has copyright restrictions:

- All software programs used on the district network must be legally licensed.
- School resources/programs may not be used on home or personal computers
- Personal software may not be loaded on school computers

Further information regarding copyright violations may be obtained in the WRPS Copyright Policy Handbook or from the library media specialist.

Advertising

Current selection policies discourage advertising in curricular materials. This policy should be extended as practicable to use of web sites. Avoid web sites that feature advertising promoting activities that would be illegal or inappropriate for students (gambling, drinking, sexually explicit, etc.).

When a teacher suspects that inappropriate advertising may appear on student screens (e.g. students are researching casino gambling), the teacher should pre-teach for appropriate student response.

Whenever possible, encourage use of kid friendly search engines such as Searchasaurus and Searchopolis. Seek sites that have been reviewed for student use. Library staff can assist with this process.

Avoid sites that offer to sell products/services. Teachers should seek non-advertising sites first. If necessary, pre-teach students on appropriate response.

Avoid sites with obtrusive or distracting advertising. Students are more easily distracted by animated or flashing advertising.

Using Resources

The WRDN and the Internet represents a significant change in the way information will be used and communicated. All of the problems and concerns with the advent of this technology and its implementation cannot be anticipated. The following guidelines attempt to deal with the known and anticipated concerns in a manner consistent with current district practices and policies.

Using the WRDN

- Do not tie up the WRDN with non-school related activities.
- Do not play games on the WRDN or the Internet.
- Do not download files without permission.
- Do not download files for personal use.
- Do not print items for personal use.
- Do not share your network password or use another's password.
- Do not install programs without permission.
- Do not register for any on-line or real-time subscription/data services.
- Follow proper procedure for using district resources (hardware, software, and services) off school grounds.
- Close programs that are not being used.
- Keep personal directories organized (delete files that are no longer needed).
- Use print resources responsibly (no classroom sets, use cut and paste).
- Log-off properly when finished.

- Properly power-down equipment when appropriate.

Web Page Guidelines

The Network Manager shall be responsible for maintaining the official District web site and monitoring District web page activity. The purposes of the District's web site are to provide an instructional resource for students and district employees, a vehicle for communicating information about the Wisconsin Rapids Public Schools to the public, and having a general presence on the Internet.

Only web pages specifically maintained in accordance with Board policy and established procedures shall be recognized as official representations of the District or individual schools. Information recognized as official representations of the District may only be placed on the official District web site or other approved sites.

Any web page that may be construed to be an official representation of the Wisconsin Rapids Public Schools or its programs must adhere to the following guidelines:

- The information and page layout has been reviewed and approved by the Network Manager or designee.
- The information is an accurate and factual representation of official school and/or Board policies, programs and positions. No personal, non-school related materials will be placed on the official District web site.
- The information does not contain confidential materials or other materials in violation of laws, regulations, or established Board policies. Copyrighted material may not be used without permission. Sensitivity to the security/safety issues related to publishing names, addresses, and pictures is critical.
- The information is written so that it can be clearly understood and meets proper standards of grammar, spelling and punctuation.
- The information and links are reviewed on a regular basis to ensure that they remain accurate and up-to-date.
- Only approved school related links will be placed on the official District web site.
- Web pages must be consistent with district web page style sheets.

Electronic Mail Guidelines

The Network Manager shall be responsible for maintaining the WRDN electronic mail system. Electronic mail (e-mail) is any electronic message sent or received by students or district employees for educational/communications purposes.

WRPS will provide all students at the secondary level (7-12) and all district employees with an e-mail account. Elementary classrooms will be assigned accounts on an as needed basis. It is the intention of the WRPS that these accounts will be used in a responsible manner in accordance with District policies. Access to e-mail on WRDN will be through the district provided account only. Other commercial e-mail services will not be allowed.

All district assigned e-mail accounts are owned by the district and, therefore, are not private. Messages received by the e-mail system are retained on the system until deleted by the recipient. All users should remove old messages in a timely fashion. The Network Manager may delete old messages if not attended to regularly by recipients. The Network Manager will not routinely inspect the contents of e-mail sent by students or district employees.

Users of district e-mail accounts are expected to adhere to the following guidelines:

- All e-mail accounts will be protected by a manual log-in and individual password.
- Use of e-mail for financial gain is prohibited.
- Occasional personal use of e-mail is permitted, but limited to times which do not interfere with the user's responsibilities.
- Use of an account assigned to another user, forging of e-mail messages, or posting anonymous messages is prohibited.
- Allowing another person to use your e-mail account is prohibited.
- Use of e-mail to send messages that may be discriminatory, harassing, or offensive to others, or contain material that defames an individual, company, or business, or violates district policy, or discloses personal information without authorization is prohibited.
- Log-off of your e-mail when finished.
- Student access to listservs is by teacher permission only.
- Student access to chat rooms/videoconferencing is by teacher supervision only.
- Printing of e-mail messages is limited to educational or administrative functions.
- E-mail messages that may be viewed as a representation of the Wisconsin Rapids School District must be consistent with existing policy regarding District communication.

Questions or concerns on the proper use of the resources should be directed to the appropriate building administrator, the Network Manager, or the District Technology Director.

Voice Mail

Guidelines will be developed as the new telephone system comes online. Present users of voice mail should keep their greeting messages current, check for incoming messages on a regular basis, and respond to them in a timely manner.

Equity Concerns

Current selection policies discourage the use of biased materials. Avoid web sites that discriminate on the basis of age, sex, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical or mental, emotional, learning disability, or handicap. When such sites are accessed for an educational purpose (e.g. researching hate crimes), the teacher should pre-teach for appropriate student response.

Provisions must be made for those students who do not have internet access at home and in some cases at school. Alternatives to internet based activities need to be provided as long as there are students who don't have the access outside of school.

Accommodations need to be considered for special needs students.

Adoption: Approved by District Information and Technology Literacy Committee, Superintendent, School Board.

Distribution: On paper to staff and students. Policy and guidelines will also be available on the district web-site.

Revision: The District Information and Technology Literacy Committee will periodically review and maintain this policy and guidelines. Requests for policy changes should be forwarded to the District Technology Director.

APPROVED: March 11, 1996

REVISED: May 10, 1999
                         May 14, 2001