

## Acceptable Use of Technology

### GENERAL GUIDELINES

The School District of Weston includes the following guidelines for our acceptable use policy. Users are expected to abide by the following. Individuals will not be permitted to use district computers, nor granted network access, until this form is signed and returned.

Personal Technology Devices (PTD), such as cell phones, personal digital assistants (PDA), cameras, digital video cameras, MP3 players and iPods, are becoming a regular part of modern life and are owned by virtually everyone. Students are encouraged to personally protect technology devices, these are often very valuable and there is a risk of damage or theft. Such devices may be confiscated by school staff (or students will be required to take them to the office) when these devices are used in an inappropriate, or unauthorized manner. When students bring personal technology devices to school the District does not make any guarantees concerning the safeguarding of these devices and will not commit to taking any measures to investigating the loss of, or recovering devices that are reported missing or stolen.

#### Confiscation

PTD's are not to be used during any occasion where the school staff asks for a student's attention. Students, who use PTD's during these times, or in an inappropriate manner, can have those devices confiscated by the school staff. PTD's will be made available for collection from the school office in accordance with policy 443.5G, Guidelines for the Use of Personal Technology Devices, unless required to be kept for purposes of disciplinary investigation. If a device is kept by the school for the purposes of a disciplinary investigation it will only be returned to the student in the presence of a parent, or by appropriate law enforcement officials.

#### Mobile Telephone Etiquette

Bringing mobile telephones to school is not encouraged by the school because of the potential for theft and general disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during classes, assemblies, home rooms, concerts, field trips, and passing time. Mobile telephones may be used appropriately before school, during eight minute breaks, during lunch breaks, and after school. Any situations or issues arising from damage, theft, loss etc. of mobile phones are at the students' personal risk.

#### Recording Voice and Images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent. We uphold the value of trust and the right to privacy at Weston. Students using personal technology devices to record individuals without their consent, or to record inappropriate behaviors or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony, is forbidden by this policy, and will be dealt with in accordance with policy #447 and 447G, Student Discipline. Actual dissemination (text messaging, display, internet uploading etc) of such material is conduct equivalent to the actual recording, as is knowingly

being a subject of such recording. This type of conduct has the potential to prejudice the good order and management of the school and may lead to consequences. Also, recording of events in class, and/or dissemination of class recordings, is not permitted unless express consent is provided by the class teacher.

### **Cyberbullying**

Student who uses a personal technology device(s), or other electronic forms of communication, to embarrass, torment, stalk, humiliate, or intimidate other individuals, is guilty of cyberbullying and considered to be in breach of this policy. Cyberbullying *interferes with the orderly environment of our school and disrupts the learning process*, it is considered a major infraction and will be dealt with in accordance with policy #447 and 447G, Student Discipline, and may be referred to local legal authorities.

### **Consensual and Nonconsensual Use of Technology**

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) is a major infraction, may result in expulsion, against the law, and if detected by the school will result in immediate referral to legal authorities.

### **Assumption of Cheating**

Use of PDTs during exams or during class assessments will result in immediate confiscation and a determination will be made as to whether students may have been attempting to cheat. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments and dealt with in accordance with policy #447 and 447G, Student Discipline.

### **Recording Private Conversations and the Invasion of Privacy Act 1971**

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which he/she is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor, or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

1. All electronic files, including but not restricted to e-mail, have no guarantee of privacy. In addition, the District reserves the right to inspect all accounts to ensure they are used in accordance with District policies.
2. Do not disrupt the use of the network by others. Do not reveal your password or use another's password. Do not use any user name except your own. Do not change anything that does not belong to you.
3. Do not tamper, harm or destroy data, accounts, systems, networks or hardware of any user, network or school property. Do not attempt to defeat or exploit the security capabilities of any District technology systems or obtain unauthorized access. Do not interfere with another user's equipment or program. Vandalism will not be tolerated.
4. Do not engage in any illegal activities. No inappropriate use or misuse will be allowed. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.

**5. Respect copyright and other intellectual-property rights. Copying files or passwords belonging to others is a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft. Software licensed by the District must only be used in accordance with the applicable license. Damaging information or modifying it without authorization is unethical, a violation of district policies, and may be a felony in Wisconsin. This includes altering data, introducing viruses, or deliberately damaging files.**

**6. Abide by security restrictions on all systems. Making your password or another person's password or access code known to others is a violation of this policy. Attempting to evade, disable or "crack" passwords and other security provisions or assisting others in doing so is also a violation of this policy. Do not use resources signed on by other people.**

**7. Recognize limitations to privacy in electronic communications. Electronic mail is not guaranteed to be private. People who operate the system do have access to all communications.**

**8. Do not bring, use, or install software from home or outside.**