Acceptable Use Policy
Chippewa Valley Schools
2006

1. Introduction: As Chippewa Valley Schools ("the district") administers computers and networks, users should be apprised of the issues that accompany technology, Internet, and network use in schools. This document defines the policy of the school district regarding the use of technology.

The use of the computer, the network, the Internet, and other related technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The district may deny, restrict, revoke or suspend specific user accounts at any time. In addition, the district may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user acting in conformity with the district policy and procedure. The network account holder is held responsible for their actions and activity within their account.

2. Maintain and protect security. Users are to assume other users' information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it.

3. Help maintain operability. Users shall not knowingly upload or download any software, file, or other content which adversely affects the performance or availability of the system, or which contains any virus, worm, cancelbot, harmful component, or corrupted data. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Any attempt to harm or destroy the data of another user, computer, network or system either internal or external to Chippewa Valley Schools is a violation of the acceptable use policy.

4. Follow the law. State and federal laws govern the use of the district systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use storage, or distribution of copyrighted software or similar unauthorized materials on district systems and technology is prohibited.

5. The district's computers and technology are to be used for educational purposes and to conduct the business of the Chippewa Valley Schools. Accounts are not intended to conduct or promote personal or private businesses. Any costs incurred by a user are the user's responsibility. Users shall not distribute material throughout the network, which, without the approval of Chippewa Valley Schools, contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political or religious viewpoints. "Spamming" (mass emailing of "junk mail") is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence or discrimination towards other people.

6. Preserve personal safety, especially for students. District web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, street address or box office number, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities. Photos which identify students will not be published on web pages without parent permission.

The district shall instruct students about online safety practices. Such instruction may include the following key points.

- Students should not reveal their personal information or that of others.
- Students should not meet anyone in person that they have met online without permission.
- Students should report to system administrator, teacher or administrator any web page, unsolicited email, security problem, or information that makes them uncomfortable.

7. There is no guarantee of privacy when using district technology. Chippewa Valley has the right, but not the obligation, to examine the content of users' documents or email or track websites visited by users. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a district policy. Furthermore, the Internet employs systems owned by others and beyond the control of the district. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data is public information and so is subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

8. Online information, including web pages, must meet district standards. The district's web pages, emails, and other communications must be consistent with Chippewa Valley's mission and philosophy as a public school district. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school district reserves the right to edit from its web site pages any material that does not meet the district's standards.

9. Things will change. The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to better meet the needs of the district and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network. The district reserves the right to change this policy.

10. General use. Users must make efforts to conserve limited system resources. The district may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.