

## **School District of Tomahawk**

### **Student Technology Acceptable Use & Internet Safety Policy**

The Tomahawk School District supports student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District has established a computer network and is pleased to offer Network/Internet access for student use. This provides students access to a variety of Internet resources as well as a network to facilitate the storage and retrieval of information and documents to enhance the educational environment. Network/Internet access and technology resources are a privilege, not a right. Students are expected to use technology responsibly and to follow the criteria set forth in this policy. In order for students to use our network, internet, and devices, students and their parent/guardians must first read and understand the following acceptable use policies.

*The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology at the district.*

#### **A. General Rules**

- 1) Computer/chromebook hardware may not be exchanged, moved, or tampered with in any way.
- 2) The purposeful introduction of computer viruses or malicious activity of any type to any computer/chromebook in the district is not allowed in any manner and will result in immediate disciplinary action.
- 3) Users are not to adjust computer/chromebook settings, including but not limited to: wallpaper, desktop settings, iPad configurations, screensavers, etc.
- 4) No eating or drinking near computers/chromebook.
- 5) For their safety, users should never give out personal information, such as name, address, phone number, or photograph.
- 6) Subscribing, bidding, and/or ordering from advertisements, services and/or websites is not allowed.
- 7) Attempts to access blocked sites and/or bypass or defeat the filtering system is not allowed under any circumstances and is in direct violation of ethical use of the Network/Internet.
- 8) From time to time student pictures may be used on the schools website or Facebook account to showcase student learning.
- 9) Any items not covered, or in question in this document, will be referred to the student handbook.
- 10) Student wireless electronic devices such as laptops, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed for instructional purposes but will be at the discretion of the teacher. Students shall not be allowed any personal use of wireless electronic devices during instructional time without teacher consent.
  - a) The school is not responsible for lost, stolen and/or damaged devices.
  - b) Any actions or activities that are disruptive in any way could result in immediate termination of the right to bring electronic devices to school.
  - c) Inappropriate use will be subject to progressive behavioral interventions at the classroom and/or building level.

#### **B. General rules on safe and ethical use of Network/Internet:**

- 1) Every student user of the School District of Tomahawk network with Internet access must have a signed parental permission slip on file with the school before logging in for the first time. (See Attachment.) A parent's signature indicates that he/she has read the document, understands its ramifications and will abide by the standards set forth in this document.
- 2) Passwords must be kept private and never revealed to anyone. Accounts and/or passwords may not be shared. Each student is responsible for the content of his/her folder on the network or in their Google account. If a student has inappropriate material in his/her folder or profile as a result of sharing a network login, that student is still responsible for the content of their folder. If a student suspects that his/her login is no longer secure, they are responsible for contacting the Library Media Center immediately to receive a new password.
- 3) Users should always log-off the computer/chromebook when finished. This helps keep files secure.
- 4) Students must respect resource limits and remain within an allotted disk space of 500MB (megabytes). Users are responsible for deleting old files that may take up excessive amounts of storage space. Furthermore, all files are deleted at the end of each school year.

- 5) School and network administrators reserve the right to review the system from time to time to ensure that the system is being used properly. Any material created, stored, or sent through the network and/or any district computer is subject to this review and therefore not guaranteed to be private. For this reason, students should expect that all work and all forms of electronic communication may be intercepted and/or viewed by a third party.
- 6) Users have a responsibility to respect the privacy and property of other users and shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords that belong to other users, or misrepresent other users or themselves on the network.
- 7) Certain Web 2.0 tools such as social networking sites, wikis, podcasts, RSS feeds and blogs that emphasize online educational collaboration and sharing among users, may be permitted by the District. Users must comply with this policy as well as any other relevant policies and rules during such use.
- 8) With the adoption of Web 2.0 tools the School District of Tomahawk will be allowing students greater access to the Internet. Therefore, it is the policy of the School District of Tomahawk to make a reasonable effort to:
  - a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
  - b) prevent unauthorized access and other unlawful online activity;
  - c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
  - d) comply with the Children's Internet Protection Act (CIPA)
- 9) Tablets or laptops owned by the District, but provided to students for use off campus, will not be enabled with the District's internet filter while those devices are off campus. It is the expectation of the Tomahawk School District that students only view school appropriate materials on District-owned technology and that parents monitor student use of these devices while they are in the parents' care. At this time chromebooks are filtered offsite.
- 10) Students may not use any form of obscene, harassing, racist, sexist, or abusive language on-line or unrelated to their profile and/or network folder. Neither can they engage in personal attacks or post private information about another person. Cyber-bullying will not be allowed. Bullying via electronic devices in school will be treated as harassment as defined by the schools' handbook and district policy.
- 11) The network may not be used for any activity, or to transmit any material, that violates United States or Wisconsin laws. This includes, but is not limited to, illegal activities such as threatening, intimidating, abusive or harassing messages sent to another person through electronic mail or other computerized communication system, or violating copyright laws.
- 12) The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- 13) Users may not log on to someone else's account, or attempt to access another user's files. "Hacking" or otherwise trying to gain unauthorized access to resources, entities, or another person's files or computer system is prohibited.
- 14) The school and/or the Information Technology Coordinator reserves the right to disable an account at any time and for any reason.

**C. General rules on using software:**

- 1) Software must be used as intended and may not be deleted or altered.
- 2) Students are not allowed to load any software onto any computer/chromebook in the district, or download, copy, or store any software.
- 3) Unauthorized copying of software is illegal and prohibited at the Tomahawk School District and so is the illegal downloading of copyrighted software or files.
- 4) Students are not allowed to play games unless it is under the direct supervision of an instructor.
- 5) Any activities that would violate the Tomahawk School District's policies, Wisconsin laws, or United States laws are strictly prohibited.
- 6) Tomahawk School District uses G-Suite and other online programs for student learning. A best effort is made to keep all student data secure, by signing this document the parent or guardian of the student, including minors, agrees to the use of these programs.

**D. District Chromebook/iPad Usage**

- 1) Tomahawk School District has purchased Chromebooks for student use at school and home. When a device is checked out, the appropriate content will be available to the device. The myhatchets.org enrollment must not be changed. In order to check out a device, the student and parent/guardian must agree to the following.
- 2) I understand that I am completely responsible for the device while it is checked out.
- 3) I understand that I am not permitted to remove the device from the myhatchets.org domain.
- 4) I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). \*\*Removal of the serial number sticker from the bottom may result in a voided warranty and you financially responsible for the device see below.
- 5) I understand that if I notice the serial number label on the bottom wearing off I will bring the device to the library for immediate reattachment; this also includes all school district labels.
- 6) I understand the device should not be placed or stored in extreme temperatures.
- 7) I understand the device should not be stored in wet or humid areas.
- 8) I understand that I am not permitted to loan the device to anyone else.
- 9) I agree to follow the Tomahawk School District Acceptable Use Policy.
- 10) I agree to return the device in the same condition in which it was checked out.
- 11) I have read and understand the Chromebook Policy Handbook.
- 12) I understand that I am responsible for a \$25 insurance deductible charge for each time the chromebook is damaged. The deductible must be paid prior to the Chromebook being sent in for repairs.
- 13) I understand that I will be given a loaner device to use from the library, I must follow all parts of the contract listed above; including my financial responsibility for the loaner while in my possession. Loaners will be available from the library based on need and availability; misuse of this privilege by overuse (ie. Forgetting your device at home or not charging your device) may result in denial of a loaner device.
- 14) I understand I will bring my device to school charged and ready to use each school day.
- 15) I understand that I am not permitted to remove the serial number from anywhere on the unit, this voids the warranty. If the serial number is removed while I have the device signed out, I am financially responsible for the unit cost.
- 16) Excessive or malicious damage to the chrombook will not fall under the \$25 insurance deductible. Anything that does not appear like accidental damage will be accessed by the district and billed accordingly for repairing the device up to the cost of the device replacement.
- 17) Chromebook hardware failure will be covered by the district.
- 18) Lost or stolen chromebooks will be accessed at full replacement cost.

Note: iPad may be substituted for Chromebook.

Revised: April 2010  
July 2011  
August 2012  
April 2019  
April 2023

**School District of Tomahawk**  
**Technology Student User Agreement and Parent Authorization Form**

**Student:**

As a user of the School District Tomahawk's Network/Internet, I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection and electronic devices, I hereby release the School District of Tomahawk and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

**Parent/Guardian:**

As the parent/guardian of the above student, I have read the Tomahawk School District Student Technology Acceptable Use & Internet Safety Policy. I understand that this access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials. I further recognize that the District's internet filter has limitations. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Network/Internet. I understand that individuals and families may be held accountable for violations. I accept responsibility for guidance on using the Network/Internet in setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Authorization with my child.

Please check one: By selecting one of the choices below you are agreeing or disagreeing with this document and its policies.

\_\_\_\_\_ I agree to the policies described above.

\_\_\_\_\_ I do not agree to the policies described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)