

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: July 19, 2001      FILE SECTOR: PERSONNEL**  
**DATE REVISED: October 20, 2005      POLICY TITLE: INTERNET SAFETY /**  
**DATE REVISED: October 29, 2012      TELECOMMUNICATIONS - STAFF**

The power of electronic networks and resources continues to transform the educational culture from one of isolation to one of connectivity. The Medford Area Public School District provides telecommunication access for its users. These resources will be integrated where appropriate in the PreK-12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As users of the Medford Area Public School District telecommunications resources, it is essential that each user recognize his/her responsibility in having access to vast services, sites, and people. The user is ultimately responsible for his/her actions in accessing telecommunication services, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network, it is impossible to control all materials. The Medford Area Public School District believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that students/staff may procure materials that are not consistent with the educational goals of the district. Our focus is in providing individual students with the understanding and skills needed to use the Internet or other telecommunications in ways appropriate to their educational needs.

Through telecommunication access, students/staff may

- access global resources
- enter into partnerships to enhance their learning options
- broaden their problem-solving and decision-making abilities
- broaden their research capabilities by using primary materials
- develop their higher-level thinking skills
- gain an employability skill needed for the 21st century
- utilize a personalized, motivational learning opportunity
- differentiate and assess available resources

**Policy Statements**

1. Access to the electronic network and resources within the Medford Area Public School District is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with the "Telecommunication Code of Conduct" (GBCAB-R) of the district. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including discharge from employment.
2. Users shall not access or use electronic mail or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with state law.
3. Users shall not impose their choices on others, access private files, attempt to break the security systems, copy software illegally, or use computer supplies that are not for school-related activities.

4. Users accessing district telecommunications systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.
5. Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.
6. Copyrighted material may not be placed on the network without the copyright owner's permission.
7. Users are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall not intentionally obtain copies of and/or modify the files or passwords belonging to other users.
8. The district is not responsible for the accuracy or quality of information obtained through its telecommunications services. The district is also not responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.
9. Principals may establish additional rules and procedures that they deem necessary to insure proper use of the telecommunications in their buildings.
10. The staff has the responsibility of making the educational goal clearly understood to the student. In addition, it is the responsibility of the staff to inform students of his/her responsibilities when accessing the networks and the proper etiquette for their use.

### **Responsibility and Consent**

Though the district does employ some types of filtering software it **DOES NOT** have complete control of information on the Internet or other telecommunication services. Therefore, the information which users have access to may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of the Medford Area Public School District to make Internet access or other telecommunication services available to further educational goals, users may have the ability to access unintended materials as well.

**CROSS REFERENCE:** IIBGAA, IIBGB, IIBGC, & KGA, & Employee Handbooks  
**LEGAL REFERENCE:** §118.13, §120.18, §121.02(1)(H), §947.0125, §948.12 Wis. Stats.,  
PI 8.01(2)(h), PI 9.03 of the Wisconsin Administrative Code,  
COPPA 16 CFR §312.6, 312.7, ACT 7 (18 U.S.C. §2252), 17 U.S.C.  
§512, CIPPA (47 U.S.C. §254 (h), (l)).

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**TELECOMMUNICATIONS CODE OF CONDUCT**

The following Code of Conduct applies to **all** users of telecommunications:

The user is responsible for his/her actions using the Internet or other telecommunications. Unacceptable uses will result in the suspension or revocation of network privileges and possibly other disciplinary action. Typical types of unacceptable use may be, but are not limited to, accessing for personal monetary gain, pornography, endangering the health/safety of others, gambling, union activity, and/or use in any manner so as to cause damage or disruption of the system (but shall not pre-empt non-profit personal use such as accessing personal email.) Medford Area Public School District administration will determine what is "unacceptable use" and such decisions are final.

**RULES FOR TELECOMMUNICATIONS USE**

All users of district resources are expected to use good judgment and communicate in a responsible and appropriate manner and to understand that telecommunications use is a privilege and not a right.

**Acceptable Use - Responsible users:**

- will understand that files are public and not private and will be monitored by proper authorities
- may use telecommunications in response to clear educational goals
- will follow proper forms of etiquette for network/technology use
- may use telecommunications to send education-related electronic mail to other users
- will understand that all technology software, hardware, communication, electronic and wiring components are property of the school district and as such are governed by all applicable school policies
- will respect and uphold copyright laws and all other applicable laws or regulations (i.e. not pirating software)
- will respect the rights and privacy of others by not accessing or modifying private files.
- will use technology supplies in a prudent manner (i.e. printer supplies, file space)
- will follow the directions of the person(s) in charge of rooms where computers are used
- will be monitored on a regular basis at least twice a month

**Unacceptable Use - Responsible users:**

- shall NOT use the Internet for any illegal purpose. Violators will be reported to proper authorities
- shall NOT use impolite or abusive language
- shall NOT use the system for commercial purposes
- shall NOT use an account other than their own without authorized permission
- shall NOT create and/or distribute a computer virus over the network
- shall NOT respond to electronic mail that is threatening or obscene
- shall NOT disrupt the use of the network by others
- shall NOT deliberately or willfully cause damage to hardware or assist others in doing the same
- shall NOT deliberately access materials that are inconsistent with the district's educational goals or show others how to do the same
- shall NOT use the network to violate behavior standards or school policies including but not limited to policies regarding sexual harassment or discrimination
- shall NOT assist others in violating the Standards of Conduct