

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**522.7 Policy**

**STAFF TECHNOLOGY USE POLICY**

Technology is a valuable tool for students, staff, and community. Along with this tool comes a responsibility to maintain the standards of excellence that are highly visible in the Dodgeland School District. Unless otherwise specified, this technology use policy and related implementing rules shall apply equally to all school officials and employees in the Dodgeland School District (DSD).

The Dodgeland School District Network (DSDN) is a local and wide-area technology network that also provides access to public networks. The purpose of the DSDN is to promote the exchange of information to further education and research in a manner that is consistent with the mission of the District.

Use of technology is a privilege, not a right, and presumes the responsible use of technology equipment and adherence to general rules for appropriate conduct. Users have no rights of privacy and should not presume that information created, sent, received, accessed, deleted or stored on the District's system will be private. Any messages, communication, or files that have utilized the District's technology equipment or network in any manner shall be subject to review by appropriate supervisory authorities of the District to maintain the system integrity, and ensure appropriate use. The District reserves the right to monitor access, remove, and/or disclose the content of such messages, communication or files without prior notice to the users consistent with legal requirements. The District has software, systems and resources that provide access to technology use occurring on the network at any time and without user permission, including the monitoring and recording of Internet and e-mail use.

To the extent practical and consistent with federal legal requirements, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information, including written material and/or visual depictions that are obscene, child pornography or harmful to minors. Since no technology protection measure can block all inappropriate material, the District emphasizes the importance of supervision. Staff members shall be responsible for monitoring and supervising all student use of technology network resources including the Internet and e-mail.

The District prohibits use of the technology system for any purpose in violation of the District's nondiscrimination and anti-harassment/bullying policies, including the misuse of technology referred to as "cyber-bullying." Users shall not knowingly or recklessly use technology to send or post false or defamatory information about a person or organization. Acts of defamation, harassment and/or bullying that originate from non-school technology networks or equipment may be subject to disciplinary or legal action if the conduct is determined to be substantially disruptive to the educational process and the day-to-day operations of a school.

It is the responsibility of each user to provide for the reasonable care of technology, including hardware and software in that individual's possession, or while being used by that individual. Users assume all responsibility for damage done to District technology caused by food and/or drinks or other negligent actions. Vandalism to equipment may result in cancellation of privileges, restitution, and/or legal action. Vandalism is defined as any malicious attempt to destroy data, software, or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.

The District recognizes and supports the limitations imposed by copyright laws. Staff shall be knowledgeable of and comply with legal requirements, and District policy and rules governing copyrighted materials. Fines and other costs that result from copyright infringements shall be the responsibility of the user.

District established guidelines shall be followed when creating school Web pages in order to maintain high standards, consistency and integrity. These guidelines provide direction for the District Web activities and are not intended to limit creativity. The District believes that parents and students have the right to determine the use of pictures and names in any publication, including Web pages.

The District provides all necessary electronics devices for the purpose of education in regard to the mission and operation of the Dodgeland School District. The use of electronic devices during school hours or activities shall be subject to the same policy provisions and rules as any other technology equipment, and shall be subject to District review at any time. The District discourages the use of personal electronic devices by staff for non-educational purposes during the instructional day.

Violations related to technology use on District equipment or the network may result in a loss of access, other disciplinary action and/or legal action in accordance with current employee agreements and legal requirements.

District staff members will provide instruction on standards of acceptable technology use and Internet safety as part of technology courses and as part of instruction within regular classrooms. Staff will provide students training in the use of the District network, and the requirements of this policy and applicable rules. Instruction will include appropriate use of online resources (i.e., social networking sites, chat rooms and blogs), and cyber-bullying awareness and response. Staff will address the ethical and practical problems caused by technology misuse such as software piracy and other copyright infringements.

Each user shall have a signed current “User Agreement” form on file with the school or District office. Staff members shall verify that they understand both the staff and student technology use policies and rules.

Dodgeland School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District technology system will be error-free or without defect. Interpretation, application, and modification of this policy are within the sole discretion of the Dodgeland School District. Questions or issues regarding this policy shall be directed to District administration.

LEGAL REF: Sections 118.001; 120.13(1); 943.70(2); 947.0125 Wisconsin Statutes  
Children’s Internet Protection Act  
Neighborhood Children’s Internet Protection Act  
Children’s Online Privacy Act  
Federal Copyright Law [17 U.S.C.]  
Technology Education and Copyright Harmonization Act (TEACH Act)  
Broadband Data Improvement Act of 2008 (Title II)

CROSS REF: 522.7 - Rule, Staff Technology Use Guidelines  
522.7 - Exhibit, Staff Technology Use Guidelines  
363.2, Student Technology Use – User Agreement  
363.2 – Rule, Student Technology Use Guidelines  
363.2 – Exhibit, Student Technology Use – User Agreement  
347-Rule, Guidelines for Maintenance and Confidentiality of Student Records  
363.3, Technology Concerns for Students and Staff with Special Needs  
447, Student Discipline  
511, Equal Opportunity Employment  
522, Staff Conduct  
526, Personnel Records  
731.1, Locker Room Privacy  
771.1, Use of Copyrighted Materials  
823, Access to Public Records  
District Technology Plan  
Current Employment Agreements

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