COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, AND INTERNET
ACCEPTABLE USE POLICY RULES FOR EMPLOYEES

Employee Use, Permission, and Responsibility

Employees may use the District's network, Internet, and Web resources only after reading the Board's Acceptable Use Policy for Employees (522.6).

Employees are permitted to use electronic media for incidental personal use and/or communications during work time provided that such use does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt, or consume an unreasonable amount of network resources, violate state or federal law, or Board policies. Employees shall exercise good judgment regarding the use of reasonableness of personal use.

When using electronic media employees must maintain professional boundaries with students and limit communication to exchanges that are within the scope of the employee's job responsibilities.

The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. In general, what an employee does on his or her own time outside of work will not be regulated by the District unless it occurs on District owned technology. The District may monitor and regulate employee postings/activities if:
- The employee chooses to identify him/herself as an employee of the District
- The activity occurs through use of any District technology
- The activity affects the employee's job performance of the performance of other District employees
- The activity involves or relates to District students

User IDs and Passwords

Employees will use District technologies responsibly and in a secure manner. Students may not use computers under an employee login.

Employees should not share logins, passwords, or access technology resources with another user's account information. Employees should take measures to protect their logins and passwords and not write them down in a conspicuous place. If you believe that your account has been compromised you must immediately inform appropriate Technology services personnel so that your account can be temporarily deactivated and a new password assigned.

Use of Online Collaboration Tools and Social Networking

Instructional employees will create digital learning experiences for students to further the educational goals of the West Allis - West Milwaukee School District. Web resources that emphasize collaboration and sharing are permitted for instructional and educational purposes. Web resources include the Internet, e-Learning platforms, blogs, wikis, podcasts, video casts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication.

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Personal Safety

Employees must follow all rules and guidelines of related Board policies regarding the confidentiality and transmission of student information.

If a user finds that they have connected to site that contains inappropriate content they should immediately disconnect from the site and inform their supervisor. (Examples of inappropriate content include offensive, profane, drug-related, sexually explicit, obscene language or visual depictions, as well as pornography)

Employees are encouraged to inform their supervisor if they become aware that another employee is accessing prohibited material.

The District's goal in creating the above standards and reporting requirement is not to create an environment of fear and apprehensiveness for users accessing the Internet and internal networks, but to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.

Use of Student Likeness, Student Work, Student Voice on Websites

A student's first and last name, likeness (photograph or video image), work, opinion, and voice may be posted on any district or school website or on teacher sponsored non-password protected Internet project for educational purposes unless a parent/guardian denies permission to do so through signing the District media opt-out form. The purpose of which is to have students represent themselves honestly, accurately, and completely when posting work, participating in chats, discussions, and video webinars.

Internet Publishing

Materials published to the World Wide Web using District computing facilities are considered official District materials and will be created by appropriate employees. Teachers may provide students permission to create Web pages relating to class projects or other school-related activities. The purpose of Web pages published by the District shall be to communicate information about the District to students, parents, and the public, and to provide an instructional tool with links to other sites that correlate with current curriculum, are age-appropriate, and are reviewed in advance by appropriate District employees.

Creation and publishing of Web pages is subject to the following guidelines:

1.   Pages and the data contained thereon belong to the District, and should reflect quality work and accurate information.

2.   Contents must adhere to this Acceptable Use Policy, applicable privacy policies and laws, applicable copyright policies and laws, and other established District policies.

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3. Information published on District web pages should be education-related, non-confidential, and non-commercial. However, advertising for non-profit, school-sponsored organizations is acceptable.

4. All pages should be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page, whether internal or outside the District, and subject to the restrictions contained in this Acceptable Use Policy.

5. Links to commercial or personal Web pages shall not be made from any District web page, except where such linking would serve a legitimate educational purpose, and the content on the entire linked site would not violate any provision of this Acceptable Use Policy, unless otherwise approved by the Superintendent of Schools.

6. Web pages may contain an employee's name, title, work telephone number, work electronic mail address, the building or facility they are employed in, and other work-related information to facilitate communication with parents and other outside correspondents.

7. All school Web pages must be reviewed and approved by the building Principal prior to their publication.

8. District web pages should be updated regularly on a schedule determined by appropriate District systems management personnel. Links to outside pages must be reviewed and checked regularly for accuracy.

9. Each Web and Internet user of the District shall identify himself or herself honestly, accurately, and completely when participating in Web resources include the Internet, e-Learning platforms, blogs, wikis, podcasts, video casts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication.

10. No user may purport to represent the District or its views, policies, or opinions without the advance approval of the Superintendent, and must refrain from political advocacy, endorsement of products, services, or educational methods, or communication with any media outlet or public forum without such advance approval.

The administration or its designee may establish one or more official District accounts through third-party social media applications (i.e. Facebook, Twitter) for the purpose of enhancing the community's ability to access information about the District and its programs, activities, and events. District accounts on third-party social media sites must have the public posting, public reply, or other public messaging option to users other than the account holder disabled (i.e. a feature in which comments or other information can be posted by non-District users and displayed through the account for access by other public users) unless monitored daily by account creator.

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Use of Non-District Provided Technology (Bring Your Own Device –BYOD)

The District permits use of personal devices by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology-related curricula, and personalize learning. Personal devices may include laptop computers, tablets, cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person.
The district recognizes that whether students have their own personal devices and if they are allowed to bring those devices to school is a family decision. In order to address equity issues, the District will provide access to students who do not own a personal device in circumstances when their use is required for instructional purposes during the school day.

Employees are permitted to use personal devices so long as it does not interfere with educational or employment responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies.

Users connecting to District systems, even those with a personal device, should have no expectation of privacy. The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity.

The District reserves the right to confiscate and search personal devices if reasonable suspicion exists that District policies have been violated. The personal device may be turned over to law enforcement if the personal device has been used for an illegal purpose. Upon request, users must surrender the personal device in its entirety.

Users found to be in violation of District policies using a personal device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

Responsibility for the care of personal devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, theft, damage, or misuse of any personal device including while on District property, connected to District systems, or while attending school sponsored activities. Technical support for personal devices may not be available. Any support provided by the District shall be done in good faith and does not render the District liable for the function of any personal device.

Enforcement

Any user identified as a security risk or having a history of problems with computing systems may be denied access to the District's computing facilities, with or without advance notice, warning, or opportunity to cure a defect that may result in such a revocation of privileges.

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The District will report all violations or suspected violations of District, local, State, or Federal laws and policies to the appropriate administrator, agency, or law enforcement authority, and will cooperate fully in the investigation of any activity which may violate established law or doctrine.

Violations of the Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy for Employees Provisions (522.6-Rule) will be investigated by appropriate District personnel. Where appropriate, disciplinary action will be taken for any violation of this Policy, as provided for by Board policy. For employees, discipline may mean discharge.

LEGAL REF.:   Section   120.13 Wisconsin Statutes
                           943.70
                           947.0125
                           968.27-968.37
                Electronic Communications Privacy Act of 1986

CROSS REF.:   347, Student Records
                347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
                552.6, Computer, Internal Network, Electronic Mail, and Internet Acceptable Use
                Policy For Employees
                771.1, Use of Copyrighted Material

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