



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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743

## **Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy**

The River Valley School District network and Internet access enables district students and staff to explore thousands of libraries and databases and connect with other people in the District and throughout the world. The Board believes that the benefits to users from access in the form of information resources and opportunities for collaboration exceed the disadvantages. When connecting to the network on a personal device, the user is subject to the rules and regulations in this policy.

Students and staff shall be trained yearly on the use of Internet Safety and Digital Citizenship to include communicating with other individuals on social networking websites as well as cyber bullying awareness and response. Principals will be responsible for informing students and staff of the District's policies, procedures, and rules annually.

Access to the network is provided solely for educational purposes. Users are responsible for good behavior and proper conduct on school computer networks just as they are in a classroom or a school hallway. All activity through the River Valley network is subject to the right of the River Valley School District to monitor, access, read, and review.

### CIPA and N-CIPA

The School District must comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA), which protect students from prohibited material.

### Prohibited Use of District Computers

The following activities are prohibited for all users of the RVSD computer network:

- Sending or displaying messages that defame, slander, or libel another person
- Sending or displaying offensive messages, symbols, or pictures including, but not limited to, pornographic or erotic images or racial, sexual, or religious jokes
- Using obscene language and/or racial slurs
- Harassing, insulting, or attacking others
- Cyber bullying or cyber harassment of others
- Damaging computers, computer systems, or computer networks
- Use of or downloading unauthorized software
- Violating copyright laws
- Disclosing one's password to anyone else, or using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources and/or spending an unusual or extraordinary amount of time on personal email conversation or Internet "surfing"
- Employing the network for unapproved commercial purposes
- Engaging in criminal activity
- Use of social networking sites deemed to be inappropriate
- Unauthorized access, including "hacking" and other unlawful activities

- Unauthorized disclosure, use, and dissemination of personal identification and/or confidential information (such as student records, employment records, health information)
- Any other activity inappropriate for an educational setting

Violations may result in a loss of access, as well as other disciplinary or legal action. A summary of this policy is contained in student handbooks for each building level.

#### Management, Administration, Monitoring, and Privacy

1. The District has software and systems in place that monitor and record all computer usage to ensure the systems are being used for educational purposes, consistent with the District's goals. The security systems are capable of recording, for each and every use, each site visit, attempts to reach sites, the amount of time spent actively using the Internet, each chat, social media, email message, and every file and/or program transfer into and out of our internal networks to the Internet. No District user should have any expectation of privacy of data stored, transmitted or received through the District network. The District will monitor all user activity on the Internet at the network level to ensure compliance with CIPA, N-CIPA, and RVSD policies.
2. The District, through appropriate management personnel that includes the district network administrator and/or members of administration, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning.
3. The District policy is to block internet content that is inconsistent with the educational and professional development goals of the District. This means blocking sites that may reasonably be construed to be obscene, disruptive or harmful to the educational or working environment. Offensive, disruptive, or harmful data include, but are not limited to any messages, files, or websites that contain the following:
  - Pornographic or erotic images
  - Sexual implications, nudity
  - Racial slurs, discriminatory comments
  - Derogatory gender-specific comments and/or other inappropriate language
  - Information or instructions designed to cause physical harm to another person
  - Comments that offensively address a person. The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, religious beliefs, political beliefs or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, and Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554
  - Any comment which in any way defames, slanders, or libels another person
  - Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person
  - Those data or activities that invade the privacy of another person
  - Drugs, violence, crime and/or the encouragement thereof
  - Auction sites that don't monitor for weapons or other sexual items or illegal items
4. The District will fully cooperate with requests from law enforcement and regulatory agencies.
5. The District will charge students/families for negligent use resulting in computer damage.

#### Filtering

1. With the completion of the Digital Citizenship instruction, the District will lessen the stringent Internet filtering in the Middle School and High School providing students with greater access. This greater access comes with the expectation of proper conduct in Internet use.
2. The District reserves the right to block sites that do not enhance classroom activities and/or career development.

3. Students should contact their instructor should any one inadvertently access a site that is inappropriate for the school setting.
4. Staff should contact their supervisor should any one inadvertently access a site that is inappropriate for the school setting.

#### Removing a Filter

Anyone wanting a filter removal will submit a request in writing to the building principal.

All students and parents will sign an agreement/consent form annually. (Policy #743-Exhibit). The policy will be included annually in each building Faculty/Staff Handbook.

The Board authorizes the Administration to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

CROSS REFERENCE:      Policy #743- Exhibit - Student Agreement/Consent Form – Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy  
Policy #744 - Creating and Placing Web Pages  
Policy#744-Exhibit—Consent Form Web/RVTV Permission to Display Classroom/Academic Activities  
Policy #726 Bullying / Cyber Bullying  
CIPA, N-CIPA, Protecting Children in the 21<sup>st</sup> Century Act  
FCC Rule 01-120  
FCC Rule 11-125  
River Valley School District Chromebook 1:1 Program:  
Procedures and Guidelines

APPROVED:      March 11, 1999  
REVISED:      February 19, 2001  
APPROVED:      March 8, 2001  
REVISED:      April 29, 2004  
APPROVED:      May 13, 2004  
REVISED:      April 7, 2008  
APPROVED:      May 12, 2008  
REVISED:      September 11, 2008  
APPROVED:      November 13, 2008  
REVISED:      February 12, 2009  
APPROVED:      February 26, 2009  
REVISED:      August 12, 2010  
APPROVED:      September 9, 2010  
REVISED:      November 17, 2011  
APPROVED:      December 20, 2011  
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APPROVED:      January 9, 2014  
REVISED:      January 12, 2017  
APPROVED:      February 9, 2017  
REVISED:      July 11, 2019  
APPROVED:      August 8, 2019  
REVISED:      January 14, 2021  
APPROVED:      February 11, 2021

REVISED: March 11, 2021  
APPROVED: April 8, 2021  
REVISED: August 10, 2023  
APPROVED: September 14, 2023