

Wilson School District #7

Acceptable Use of Electronic Information Resources

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Overview

Wilson School District #7 provides electronic information resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, web pages, cellular phones, and related services) to assist members of the Wilson School District #7 community in the pursuit of public education. This policy, in conjunction with other applicable Wilson School District #7 policies, sets forth the acceptable use of all electronic information resources owned or managed by Wilson School District #7, and describes the rights and responsibilities of Wilson School District #7 and of students and staff of the Wilson School District #7 community with respect to the use of these resources.

Scope

The Wilson School District #7 Acceptable Use of Electronic Information Resources Policy applies to all students, staff, and contractors of Wilson School District #7. All students, staff, and contractors will be required to review and agree to the terms and conditions of this policy, annually.

Technology Devices for Staff

Devices issued to staff are issued to facilitate student instruction and to enhance student achievement. The device may be available for use at and away from school. It is the individual's responsibility to care for the equipment in such a manner as to prevent loss or damage. All fees owed by a staff member will be listed on the staff member's SIS (student information system) account. It is recommended that each individual insure the device in case it is lost, stolen or damaged. Listed below are a few recommendations:

1. <https://upsie.com/>
2. <https://www.safeware.com/Products-Services/K-12>
3. <https://www.asurion.com/homeplus/>

Staff Device Fees:

FEE DESCRIPTION	FEE COST
LOST/DAMAGED SURFACE MOUSE	\$20
LOST/DAMAGED SURFACE PEN	\$80
LOST/DAMAGED SURFACE CHARGER	\$90
DAMAGED SURFACE DEVICE*	*\$340-\$500
LOST SURFACE DEVICE	**\$1,000-\$1,500

*Varies depending on device age and damage; see <https://support.microsoft.com/en-us/topic/how-much-does-out-of-warranty-service-cost-for-your-surface-device-or-accessory-4c77ac8a-e8c3-d0e4-7e8a-a29f768d43ff> for specific details

**Varies depending on current model.

Technology Devices for Students

Devices issued to students are issued to facilitate student instruction and to enhance student achievement. The device may be available for use at school. It is the individual’s responsibility to care for the equipment in such a manner as to prevent loss or damage. Student devices, such as Laptops or iPads are insured by a 3rd party vendor for the 2023-2024 school year. Although student devices are insured, a fee may be charged for processing an insurance claim for a damaged. All fees owed by a parent or guardian will be listed on the student SIS (student information system) account.

Student Device Fees:

FEE DESCRIPTION	FEE COST
INSURANCE CLAIM PROCESSING – FIRST OCCURRENCE	\$35
INSURANCE CLAIM PROCESSING – MULTIPLE OCCURRENCES	\$50
HOTSPOT DAMAGED OR NOT RETURNED	\$150

Staff Device Checkout

Device checkout recipients must complete and return the “Wilson School District #7 Device Checkout Agreement” before they are permitted to check out a device. All device checkouts will be tracked through “Snipe IT”.

Personal Responsibility

Electronic information resources provided by Wilson School District #7 are intended to be used to carry out the legitimate business of Wilson School District #7, although some incidental personal use is permitted. Passwords issued to users are for their use only and are not to be shared with others. Users assume responsibility for the appropriate use of Wilson School District #7’s electronic information resources and agree to comply with all relevant Wilson School District #7 policies and all applicable local, state, and federal laws. Inappropriate or unauthorized use of Wilson School District #7’s electronic information resources include but not limited to the following:

- sending a communication or using electronic information resources, including web pages, that illegally discriminate against, harass, defame, or threaten individuals or organizations;
- engaging in illegal conduct or conduct that violates Wilson School District #7 policy;
- destruction of or damage to equipment, software, or data belonging to others;
- disruption or unauthorized monitoring of electronic communications;
- interference with use of Wilson School District #7 systems;
- violations of computer security systems;
- unauthorized use of accounts, access codes, or identification numbers;
- use that intentionally impedes the legitimate computing activities of others;
- use for commercial purposes;
- violation of copyrights, software license agreements, patent protections and authorizations, or protections on proprietary or confidential information;
- unauthorized use of Wilson School District #7’s trademarks;
- violating copyright laws by downloading and sharing copyrighted files;
- violations of privacy;
- academic dishonesty;
- sending chain mail;
- spamming;
- downloading, viewing, and/or sharing of materials in violation of Wilson School District #7’s policy regarding unlawful harassment, including genderbased misconduct;
- intrusion into computer systems to alter or destroy data or computer programs (e.g., hacking or cracking); or
- sending communications that attempt to hide the identity of the sender or represent the sender as someone else

Policy Compliance

Wilson School District #7 will apply this policy consistent with applicable requirements under Federal and State law and its obligations under the European Union General Data Protection Regulation with respect to protection of personal data of individuals located in the European Union. This policy will not be construed or applied in a manner that improperly interferes with employees' rights under the National Labor Relations Act.

Privacy

Wilson School District #7's electronic information resources are Wilson School District #7's property and users should not have an expectation of privacy with respect to their use of these resources or any of the data, files, or other records generated by, stored, or maintained on them. Password capabilities and other authentication measures are provided to users to safeguard electronic messages, data, files, and other records (including computer files and records, electronic mail, and voice mail) from unauthorized use. These safeguards are not intended to provide confidentiality from Wilson School District #7 with respect to personal messages or files stored on electronic information resources owned and managed by Wilson School District #7.

Monitoring

While Wilson School District #7 does not routinely examine the content of electronic mail messages or otherwise monitor individual usage, it does routinely monitor the normal operation of computing and networking resources, including network activity patterns, system logs, general and individual usage patterns, and other indicators necessary to ensure the integrity and stability of its electronic information resources. Wilson School District #7 will investigate suspected abuse, misuse, or compromise of its resources, systems, and services.

Content Access

Wilson School District #7 typically does not access the content of electronic messages or other data, files, or records generated, stored, or maintained on its electronic information resources; however, it retains the right to inspect, review, or retain the content of any such messages, data, files, and records at any time without prior notification. Any such action will be taken for reasons Wilson School District #7, within its discretion, deems to be legitimate. These legitimate reasons may include, but are not limited to, responding to lawful subpoenas or court orders; investigating misconduct (including research misconduct); determining compliance with Wilson School District #7 policies and the law; and locating electronic messages, data, files, or other records related to these purposes. Users must therefore understand that any electronic messages, data, files, and other records generated by, stored, or maintained on Wilson School District #7 electronic information resources may be electronically accessed, reconstructed, or retrieved by Wilson School District #7 even after they have been deleted.

Administrative Access Procedure

Wilson School District #7 access to the content of electronic mail, data, files, or other records generated, stored, or maintained by any user for reasons such as those described in the previous paragraph must be authorized as follows:

- By the Superintendent or Director of Business Services and Technology for any situations that require access to electronic resources associated with Administrators or Principals.
- By the Technology Supervisor for any situations that require access to electronic resources associated with Support Staff, Teachers, or Students.
- By General Counsel for the purposes of complying with legal process and requirements or to preserve user electronic information for possible subsequent access in accordance with this policy. In all cases, the Office of the General Counsel should be consulted prior to deciding on whether to grant access.

In the case of a time-critical matter, if the authorizing official is unavailable for a timely response, the General Counsel may authorize access.

Privilege

The use of Wilson School District #7 electronic information resources is a privilege, not a right, and Wilson School District #7 may revoke this privilege or decline to extend this privilege at any time.

Consequences

Inappropriate use of Wilson School District #7 resources may result in administrative discipline, up to and including termination from Wilson School District #7. Suspected illegal acts involving Wilson School District #7 electronic information resources may be reported to state and/or federal authorities and may result in prosecution by those authorities.

Any questions concerning the appropriate use of any of Wilson School District #7's electronic information resources or relevant Wilson School District #7 policies should be directed to the Superintendent, Director of Business Services and Technology, Director of Human Resources, or the Technology Supervisor.