

# Wilson School District #7

## Acceptable Use of Electronic Information Resources

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Date: July 06, 2021

Version: 01.2021

### 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 members 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/>

### 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 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. Student devices, such as Laptops or iPads are insured by a 3<sup>rd</sup> party vendor for the 2021-2022 school year. Although student devices are insured, a fee may be charged for processing an insurance claim for a damaged device or to replace any missing accessories or the device itself. All fees owed by a parent or guardian will be listed on the student SIS (student information system) account.

Student Device Fees:

<b>FEE DESCRIPTION</b>	<b>FEE COST</b>
INSURANCE CLAIM PROCESSING – FIRST OCCURRENCE	\$35
INSURANCE CLAIM PROCESSING – MULTIPLE OCCURRENCES	\$50
MISSING CHARGER	\$35
HOTSPOT DAMAGED OR NOT RETURNED	\$150
LAPTOP OR IPAD NOT RETURNED	\$300

## 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”. If a Parent or Guardian has multiple students attending Wilson School District #7 a “Device Checkout Agreement” must be completed for each student.

## 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 gender-based 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.

**Wilson School District #7**  
**Staff Device Checkout Agreement**

**2021-22**

**Borrower:** \_\_\_\_\_

**Site:**                      **District Office**                      **Wilson Primary**                      **Wilson Elementary**

**Device:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_ **Asset Tag Number:** \_\_\_\_\_

This Device Checkout Agreement (the “Agreement”) ensures that equipment supplied by the Wilson School District #7 (the “District”) will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower named below (“Borrower”). By signing this form, Borrower will demonstrate reasonable care with the respect to the security and physical well-being of the equipment signed to his/her care. In the absence of reasonable care or if the equipment is returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event the Wilson School District #7 determines in its sole discretion that the Borrower did not utilize reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment. All specified equipment is and shall remain the property of the District and must be returned by the last contracted day of employment.

By signing this agreement, the Borrower acknowledges the receipt of the above equipment and agrees:

- To abide by the Wilson Elementary School District Acceptable Use Policy.
- To use the equipment primarily for educational use.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the Borrower.
- To not remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents District filters on District provided devices.
- To report any problems, damages, misuse, or misconduct immediately to the Administrator.
- That the equipment is the property of the District and must be returned or inspected prior to the Borrower’s last contracted day of the current school year.
- That if the equipment is not returned to the District in its original condition, reasonable wear and tear excepted, or if the equipment is damaged, lost, or stolen, due to Borrower’s negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, Borrower agrees to be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on equipment carries no expectation of privacy and is the property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Wilson School District #7**  
**Student Device Checkout Agreement**

**2021-22**

**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**School:**                       **Wilson Primary**                       **Wilson Elementary**

**Device:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_ **Asset Tag Number:** \_\_\_\_\_

This Device Checkout Agreement (the "Agreement") ensures that equipment supplied by the Wilson School District #7 (the "District") will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower named below ("Borrower"). By signing this form, Borrower will demonstrate reasonable care with the respect to the security and physical well-being of the equipment signed to his/her care. In the absence of reasonable care or if the equipment is returned in a condition different than the original condition, Borrower will be financially responsible. In addition, in the event the Wilson School District #7 determines in its sole discretion that the Borrower did not utilize reasonable care in the use of the equipment, the Borrower will be responsible for any damaged, lost, or stolen equipment. All specified equipment is and shall remain the property of the District and must be returned by the last day of the school year or the student's last day of enrollment in the school, whichever comes first.

By signing this agreement, the Borrower acknowledges the receipt of the above equipment and agrees:

- To abide by the Wilson Elementary School District Acceptable Use Policy.
- To use the equipment primarily for educational use.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the Borrower.
- To not remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents District filters on District provided devices.
- To report any problems, damages, misuse, or misconduct immediately to the Administrator.
- That the equipment is the property of the District and must be returned or inspected prior to the Borrower's last day of the school year or enrollment in the school, whichever comes first.
- That if the equipment is not returned to the District in its original condition, reasonable wear and tear excepted, or if the equipment is damaged, lost, or stolen, due to Borrower's negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, Borrower agrees to be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on equipment carries no expectation of privacy and is property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

If the student is under the age of 18 years old, a parent or guardian must accept responsibility for this agreement.

**Borrower Name:** \_\_\_\_\_

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Staff User Agreement

As a user of Wilson School District #7's electronic information resources, I understand and agree to the terms listed above and that my use of Wilson School District #7 Information Services, including internet and e-mail, is a privilege. I understand that my work on District technology is NOT private. Administration may review all files and communications at any time without notice. Wilson School District #7 may terminate access, review, and delete files at any time.

I understand and agree that I am responsible for the cost of repair or replacement of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the device.

Name

X

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Signature:

Date:

X

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# Student User Agreement

As the parent or guardian of a student attending a school of Wilson School District #7's, I understand and agree to the terms listed above and that my students use of Wilson School District #7 Information Services, including internet and e-mail, is a privilege. I understand that my students work on District technology is NOT private. Administration may review all files and communications at any time without notice. Wilson School District #7 may terminate access, review, and delete files at any time.

I understand and agree that I am responsible for any fees associated with the repair or replacement of a unit that is damaged, lost or stolen as a result of my student's intentional act, neglect, or abuse of the device.

Parent or Guardian Name

**X**

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Signature:

Date:

**X**

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## Review

This policy shall be reviewed annually by the Technology Supervisor and Director of Business Services and Technology and approved by the Wilson School District #7 Governing Board.

## Approvals

Board Approved: July 27, 2021

Effective Date: July 28, 2021

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Superintendent

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Director of Business Services and Technology

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Technology Supervisor