

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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DISTRICT DISTRIBUTED DEVICE USE

- I. District distributed device use will follow, but is not limited to, the following guidelines:
- A. Students will use the District computer systems only for educational and career development activities.
 - B. Students will not violate intellectual property rights by inappropriately reproducing work that is protected by copyright.
 - C. Students will only install or download school appropriate software programs or applications.
 - D. Students will adhere to appropriate digital citizenship and electronic communication etiquette.
 - E. Students will not attempt to gain unauthorized access to any computer system or go beyond authorized access.
 - F. Student use of the computer systems (the Internet), whether applying to public or private messages or material, will reflect respectful language, avoiding any activity that could endanger, disrupt, or be viewed as harassment and/or cyberbullying.
 - G. Students will not use the computer to engage in any illegal acts such as arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
 - H. Students will not access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people.
 - I. Students will not deliberately attempt to disrupt the computer hardware, software, or network by spreading computer viruses or by any other means.
 - J. Each student will have a password for network access. To maintain account security, students should keep their passwords confidential.
 - K. Students will not plagiarize work from other sources, including information found on the Internet.
 - L. Personal contact information, including but not limited to, full names, addresses, and phone numbers, should only be revealed under supervision of an instructor.

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- M. Electronic communication devices shall not be used:
 - 1. Areas where one would expect reasonable privacy, for example bathrooms and locker rooms.
 - 2. To communicate test answers, photograph tests, or engage in conduct that enables a student to cheat.
 - 3. To share or post personal information or photos without the permission of the student or staff member.
- N. Report any equipment or program malfunctions immediately to the supervising staff member.
- O. Computer stations will be kept clean and free of food and beverages.
- II. Possession of an electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of District Policy or Administrative Guidelines, or otherwise engages in misuse of this privilege.
- III. Any student who violates their computer use privileges by doing any of the above is in violation of the proper use of the computer systems and risks losing computer use. Students violating computer use privileges will receive a disciplinary referral and an administrator will contact parents. Depending on the nature and severity of the actions, students will lose computer privileges for a time period of two weeks up to one calendar year as determined by the administrator.
- IV. Routine maintenance of the system may lead to the discovery that a student has violated the rules, the school code, or the law. An individual search, authorized by an administrator, will be conducted if there is reasonable suspicion that there has been a violation of the rules. The investigation will be reasonable and related to the suspected violation.
- V. Any student found in violation of any of the guidelines in this document will also be subject to restitution payment or police action for any damage caused.
- VI. All consequences given for inappropriate use will carry through to the next school year. Example: With five days remaining of the school year, a student loses computer privileges for 90 contact days. The student would not be allowed back on the computer systems until 85 days into the next school year.

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