

SECTION 192 STAFF ACCEPTABLE USE OF TECHNOLOGY

The use of technology is encouraged to engage students in their learning, facilitate resource sharing, encourage innovation, and increase communication. Technology use, with staff supervision, has become a key component of school curriculum as we incorporate technology use with all our subjects. Appropriate technology use, safety, and security is everyone's responsibility. Classroom instruction should be included in all these areas. Technology access is intended and designed for educational purposes and governed by the terms and conditions outlined here and in Policy #720.

The use of video (including YouTube and other web video sites) in the classroom should always be previewed for educational appropriateness before showing to students as outlined in Policy #294.

The District retains the right to filter, monitor, review, audit, intercept, access, and disclose all traffic sent and received (including email) over the District network. It is not private. Internet access is filtered as required under the CIPA requirements. Staff email is archived for seven years according to state law.

Email is the District's primary communication tool. Staff is expected to use District email for appropriate communication with other staff, parents, and students (when applicable). Staff is expected to check their email at least twice per day. District email is not to be used for personal business.

Professional staff is required to use Infinite Campus to maintain a record of students' attendance and grades. Daily attendance will be marked for each attendance period, and grades must be updated at least twice per week.

The District website is an important communication vehicle for informing the public about classroom curriculum, activities, and school programs. Staff is expected to maintain a faculty website that provides accurate, up-to-date information.

Professional staff should be teaching, moving around the classroom, and monitoring student activities when students are present. They should only be using the computer if it is directly related to the lesson, used for presentation, or taking attendance.

Professional staff members are responsible for keeping current with technology and maintaining a basic level of technology skills. An annual technology assessment may be required and additional training may be necessary to get to an acceptable performance level.

Personal cell phone use should be limited to prep time, break and/or lunch. A personal phone should not ring or be answered when supervising/teaching students.

District employees are personally responsible for the content they publish online, including social media sites. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.

District equipment may not be used to create, download, view, solicit, seek, display, or distribute pornographic material. Wisconsin law now allows state regulators to revoke the license of teachers who are caught viewing pornography on school computers and publish the names of licensees under investigation for such misconduct.

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