



## AGENDA

Wisconsin Rapids Board of Education  
**Personnel Services Committee**

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair  
Larry Davis  
Mary Rayome  
John Krings, President

July 1, 2019

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
Conference Room C

Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments
  - B. Resignations
  - C. Board Policy Review
- IV. Updates and Reports
  - A. Emergency School Closure Options for Hourly Support Staff
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



Wisconsin Rapids Board of Education  
**Personnel Services Committee**

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

**BACKGROUND**

Sandra Hett, Chair  
Larry Davis  
Mary Rayome  
John Krings, President

July 1, 2019

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
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Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments

The administration recommends approval of the following professional staff appointments:

|                |              |   |
|----------------|--------------|---|
| Megan Sondalle | Location:    | Woodside Elementary School              |
|                | Position:    | Teacher (1.0 FTE)                       |
|                | Education:   | BS – UW La Crosse – December 2018       |
|                | Major/Minor: | Elementary Education                    |
|                | Salary:      | \$40,000                                |
| Becky Dean     | Location:    | Grove Elementary School                 |
|                | Position:    | Teacher (1.0 FTE)                       |
|                | Education:   | BS – UW Superior – May 2019             |
|                | Major/Minor: | Elementary Education/Early Childhood    |
|                | Salary:      | \$40,000                                |
| Carrie Andres  | Location:    | Mead Elementary School                  |
|                | Position:    | Teacher (1.0 FTE)                       |
|                | Education:   | BS – Viterbo University – December 2009 |
|                | Major/Minor: | Elementary Education/Early Childhood    |
|                | Salary:      | \$43,000                                |

The administration recommends approval of the following support staff appointments:

|                |                 |  |
|----------------|-----------------|--|
| Jacob Jarvis   | Location:       | Lincoln High School/PAC                            |
|                | Position:       | Custodian Helper (4.0 hrs/day)                     |
|                | Effective Date: | June 12, 2019                                      |
|                | Hourly Rate:    | \$8.55 (starting rate) / \$9.00 (after six months) |
| Amanda Mrozek  | Location:       | THINK Academy                                      |
|                | Position:       | Special Education Aide (7.0 hrs/day)               |
|                | Effective Date: | September 3, 2019                                  |
|                | Hourly Rate:    | \$14.65 (starting rate) / \$15.42 (after 60 days)  |
| Kristine Novey | Location:       | Mead Elementary School                             |
|                | Position:       | Special Education Aide (7.0 hrs/day)               |
|                | Effective Date: | September 3, 2019                                  |
|                | Hourly Rate:    | \$14.65 (starting rate) / \$15.42 (after 60 days)  |

|                  |  |
|------------------|--|
| Barbara Enright  | Location: Mead Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)                    |
| Michael Sallet   | Location: Mead Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)                    |
| Anita Hernandez  | Location: Woodside Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$15.42  |
| Debbie Jepson    | Location: Woodside Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)                |
| Kerry Fox        | Location: Woodside Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)                |
| Kourtney Keyzer  | Location: Grove Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)                   |
| Patricia Smith   | Location: Washington Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)              |
| Shannon Cornette | Location: Grant Elementary School<br>Position: Special Education Aide – Early Childhood (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days) |
| Beth Crotteau    | Location: Grant Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$15.42   |
| Bonnie Olson     | Location: Lincoln High School<br>Position: Kitchen Helper (4.0 hrs/day)<br>Effective Date: August 29, 2019<br>Hourly Rate: \$14.24 (starting rate) / \$14.99 (after 60 days)                                 |
| Abbi McCarty     | Location: WRAMS<br>Position: Instructional Aide (5.75 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days)  |
| Joy Brey         | Location: Mead Elementary School<br>Position: Office Aide (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$13.78 (starting rate) / \$14.50 (after 60 days)                               |

|                  |   |
|------------------|---|
| Linda Weinfurter | Location: Grove Elementary School<br>Position: Secretary (7.5 hrs/day)<br>Effective Date: August 13, 2019<br>Hourly Rate: \$15.26 (starting rate) / \$16.07 (after 60 days)                                     |
| Tonya Hawke      | Location: WRAMS<br>Position: Supervisory Aide (5.75 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.19 (starting rate) / \$14.94 (after 60 days)   |
| Dawn LaMarche    | Location: Woodside Elementary School<br>Position: Special Education Aide – Early Childhood (7.0 hrs/day)<br>Effective Date: September 3, 2019<br>Hourly Rate: \$14.65 (starting rate) / \$15.42 (after 60 days) |

#### B. Resignations

The administration recommends approval of the following professional staff resignations:

|             |  |
|-------------|--|
| Mary Molski | Location: WRAMS<br>Position: Teacher (1.0 FTE)<br>Effective Date: June 11, 2019<br>Date of Hire: August 29, 2016 |
|-------------|--|

|             |  |
|-------------|--|
| Emma Schunk | Location: WRAMS<br>Position: Teacher (1.0 FTE)<br>Effective Date: June 25, 2019<br>Date of Hire: June 16, 2019 |
|-------------|--|

#### C. Board Policy Review

Board Policy 365.1 - Network and Internet Responsible Use and Internet Safety Policy for Students, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in June 2019. The administration recommends approval of Board Policy 365.1 - Network and Internet Responsible Use and Internet Safety Policy for Students for second reading. (*Attachment A*)

Board Policy 365.1 Rule - Network and Internet Responsible Use and Internet Safety Guidelines for Students, Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in June 2019. The administration recommends approval of Board Policy 365.1 Rule - Network and Internet Responsible Use and Internet Safety Guidelines for Students, Second Reading for second reading. (*Attachment B*)

#### IV. Updates and Reports

##### A. Emergency School Closure Options for Hourly Support Staff

The Administration will share options with the Committee that could be offered to hourly support staff employees which would allow for them to make up lost hours due to emergency school closures.

#### V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

#### VI. Adjournment

### 365.1 NETWORK AND INTERNET ~~ACCEPTABLE~~ RESPONSIBLE USE AND INTERNET SAFETY POLICY FOR STUDENTS

The Wisconsin Rapids District Network (WRDN) and the Internet represent powerful educational resources, which allow users to locate, use, and place information on the ~~worldwide electronic network~~ Internet. The school district network, with Internet access, computers, and software is an educational tool provided by the District for use by District staff and students. The term WRDN will be used to refer to all electronic equipment such as, but not limited to, all wiring, equipment, software, computers, connections, and services owned, leased, or contracted by the District to support educational and/or administrative functions.

#### Restricted Uses

Use of these resources is a privilege and not a right. The District reserves the right to restrict or terminate WRDN or Internet access at any time. The District has the obligation to monitor all network activity, ~~Internet access, and email~~ to maintain the integrity of the WRDN and ensure adherence to District policies. Users of the WRDN should not assume that information stored and/or transmitted is confidential or secure. WRPS declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking District network and Internet privileges, and/or initiating legal action for any activity through which an individual:

- Uses the WRDN for illegal, inappropriate, or obscene purposes, or ~~in~~ to support ~~of~~ such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of District policies, or uses inconsistent with educational or professional purposes. Obscene activities shall be defined as a violation of generally accepted social standards for use of a community owned and operated communication system;  
 (For a full definition of obscene material or performance, reference Wisconsin Statute section 944.21.)
- Uses the WRDN in a manner that violates contractual or license agreements, copyright, or other intellectual property rights;
- Disrupts or disables the WRDN;
- Degrades or disrupts equipment, software, or system performance;
- Uses WRPS technology resources for personal or financial gain or fraud;
- Uses the WRDN for a commercial enterprise or political lobbying unless specifically authorized by the District;
- Expends District resources for personal use;
- Steals data, equipment, or intellectual property;
- Attempts to gain unauthorized access to others' files or vandalizes the data of another user;
- Attempts to gain unauthorized access to resources;
- Attempts to bypass the District ~~Internet filtering system~~ firewall and/or web content filter(s);
- Breaches security by sharing and/or using unauthorized passwords, working from network accounts that are not assigned to the user, forging electronic mail messages, or posting anonymous messages;
- Sends messages that may be discriminatory, harassing, or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization;
- Invades the privacy of individuals;
- Saves information in unauthorized areas;
- Modifies school district equipment by downloading or installing unauthorized software;
- Modifies school district equipment by changing hardware, software, or ~~control panel~~ settings without authorization; or
- Possesses any data which might be considered a violation of these rules in paper, ~~disks~~ digital, or any other form.

## Consequences of Violations

Consequences of violation by students include but are not limited to:

- Suspension or revocation of Internet access, network privileges, and/or computer access;
- Disciplinary action as described in school handbooks and/or Board policy;
- School suspension;
- School expulsion; or
- Legal action and prosecution by the authorities.

## Remedies and Recourses

Individuals accused of any of the violations have all the rights and privileges as stated in the school district policies and contractual agreements. **WRPS 365.1 RULE-NETWORK AND INTERNET ACCEPTABLE RESPONSIBLE USE AND INTERNET SAFETY GUIDELINES FOR STUDENTS** have has been developed to further detail this policy. Please refer to this document for additional information.

**LEGAL REF.:** 120.13(1) Wisconsin Statute  
943.70  
944.21  
947.0125

*Children's Online Privacy Act (COPPA)*  
*Children's Internet Protection Act (CIPA)*  
*Family Educational Rights and Privacy Act (FERPA)*

**CROSS REF.:** 347, Student Records  
361, ~~Selection and Reconsideration of Instructional Materials~~  
361.1, ~~Selection and Reconsideration of Library Materials~~  
361.1, Exhibit 1 - Library Bill of Rights  
365.1, Rule, Network & Internet Acceptable Use *Responsible Use and Internet Safety*  
Guidelines for Students  
411, ~~Discrimination and Harassment Prohibited~~ *Student Non-Discrimination and Anti-*  
*Harassment*  
*411.5, Bullying*

**ADOPTED:** May 10, 1999

**REVISED:** May 14, 2001  
July 11, 2011  
*TBD*

### **365.1 RULE - NETWORK AND INTERNET ACCEPTABLE RESPONSIBLE USE AND INTERNET SAFETY GUIDELINES FOR STUDENTS**

WRPS has conduct standards for all users that detail appropriate school behavior, outline rights, and set expectations for users. Because the WRDN and the Internet are used as part of a school activity, the school's code of conduct applies to these activities, as well. Therefore, the network use policy is an extension of the school's behavior code. The conduct standards apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and information loss due to the introduction of viruses, malware, ransomware or worms and any tampering with hardware and software. They also apply to electronic harassment and abusive or obscene language. This document policy rule serves as a somewhat comprehensive understanding guideline for identifying examples of acceptable responsible and unacceptable irresponsible use of District technology and the Internet, and provides guidelines for information about Internet safety, electronic libraries and online resource use, and electronic mail. This document applies to all students, as well as guests, using the WRDN.

Student users and their parent(s) or guardian(s) will each be required to sign "Responsible Use" forms, the Student Consent and Waiver form. On an annual basis, students will sign a form unique to their 4K-Grade 12 level, and parents will sign the "Responsible Use and App Consent" form. This These signed forms grants permission allow for independent use of the Internet; District owned technology; personal electronic devices, also known as "Bring Your Own Device" (BYOD); and monitoring of all student network activity. Independent use is defined as student use of the Internet without the direct supervision of a teacher.

#### **Using Resources**

The WRDN and the Internet represents a significant change in the way information will be used and communicated. Technology changes rapidly and concerns with it and its implementation cannot be anticipated. The following guidelines attempt to deal with the known and emerging technology concerns in a manner consistent with current District practices and policies.

#### **Using the WRDN**

Do:

- Follow proper procedure for using District resources (hardware, software, and services) off school grounds.
- Close programs that are not being used.
- Keep personal directories organized (delete files that are no longer needed).
- Use print resources responsibly (no classroom sets, use cut and paste).
- Lock your work station device if stepping away.
- Logoff properly when finished.
- Properly power-down equipment when appropriate.

Do not:

- Tie up the WRDN with non-school related activities.
- Play non-educational games on the WRDN or the Internet.

- Download files without permission.
- Download files for personal use.
- Print items for personal use.
- Share your network password or use another's password.
- Install programs without permission.
- Register for any online or real-time subscription/data services that do not relate to education *using your school email address or use your school email address for personal and/or non-educational purposes.*

## **The School District Network**

The WRDN provides access for the purpose of fulfilling the District's mission of teaching, learning, and public service operations. The WRDN makes sharing of information, resources and communication among the school buildings possible. It also serves as the District's connection to the Internet. The WRDN supports activities that have educational and administrative value for District staff and students. Access to the WRDN and the Internet is a privilege and not a right. A WRDN account will be granted to all students. The account provides access to computers, instructional programs, information technology systems, and the Internet. When students graduate or leave the District, accounts will be deleted.

## **The Internet and Internet Safety**

The Internet is a global network made up of many smaller contributing networks, of which WRDN is a part. The Internet supports the open exchange of information among many different institutions all over the world. This system gives immediate access to information. For example, articles, documents and pictures as well as current information about news, weather, and sports, can be found on the Internet. Understanding the Internet and using it appropriately will allow students to develop 21<sup>st</sup> Century Skills such as ~~resource sharing, innovation,~~ critical thinking, creativity, collaboration and communication.

Before using these research tools, it is important to understand the many issues related to Internet use. The moral and ethical issues relating to the use of ~~worldwide information systems~~ *the Internet* are controversial. The issues involve free speech, intellectual freedom, and access to information we deem appropriate according to our District and community standards. The intent of WRPS is to use connections on the Internet only for purposes consistent with our approved curriculum and/or administrative functions. However, making Internet access available to students and staff also brings with it the potential that some content may be controversial and of potential harm. Present technologies do not allow the District to filter out all of the materials that are unacceptable for users, and intentionally accessing such materials in any form is strictly forbidden. If there is a question or concern regarding any of the information found on the Internet, students should contact a teacher, ~~a computer lab supervisor,~~ *an instructional aide, a library aide,* or a building administrator. The following Internet Safety guidelines (along with the restricted Internet uses listed above) serve as policy to be enforced by the District:

- A: Inappropriate Data. Avoid obscene material, obscene performances, and sexual conduct that ~~are~~ *is* inappropriate for, and/or harmful to, minors. (For a full definition of obscene material or performance, reference Wisconsin Statute section 944.21).
- B: Privacy and Disclosing Information. The WRDN and the Internet are “public places.” Users must remember this space is shared with many other users and can be monitored. If a particular service is used on the network, chances are someone could find out about the connections made and what was looked at while in the system. When using the WRDN to communicate with others, keep the following in mind:



- You cannot see them;
- You cannot tell age or gender;
- They can tell you anything, and you cannot always be sure what they are telling you is true; information shared may be false;
- Absolute privacy cannot be guaranteed in a network environment; and
- You need to think carefully about what you say and how you say it.

Similarly, it is inappropriate to misrepresent your identity or purpose while using the WRDN. If there is a problem with any of the information someone is giving or asking for, tell a teacher, a computer lab supervisor, **an instructional aide, a library aide,** or a building administrator. Because these network and Internet connections are granted as part of the curriculum, WRPS reserves the right to monitor all traffic on the WRDN. The District does this to make sure the network continues to function properly, and **to ensure that** District policies are being followed.

Guard people's personal safety and do not reveal Personal Identifiable Information (PII). PII includes first name, last name, address, e-mail address (or other online contact information or a stream name that reveals an e-mail address), telephone number, Social Security number, a persistent identifier such as a customer number held in a cookie or a processor serial number, or any other information that permits physical or online contact. PII of students is not to be disclosed or used in any way on the Internet without the permission of a minor student's parent/guardian or adult student. ~~Students may not provide PII while on a district computer unless permission is given by the teacher; e.g., Wisconsin Career Info System, online curricular projects such as Cyber Safari. Before granting permission, the teacher must review the site's privacy policy for compliance with Children's Online Privacy Protection Act (COPPA) and seek parental permission if necessary.~~ Only sites that comply with the **Children's Online Privacy Protection Act** (COPPA) will be considered for use within the District. Since COPPA only applies to children ~~12~~ **13** and under, every effort should be made to use only sites that extend COPPA compliance to all students. No third-party disclosure of PII is acceptable. If ~~the~~ **a** company either shares PII or reserves the right to share PII with third parties, then the website is not acceptable for use by WRPS students. Sites that do not purge collected information should be avoided.

C: Web 2.0 - Blogs and Social Networking Sites. Use of blogs, ~~and~~ social networking, **and social media sites and apps** ~~have increased rapidly in the past few years~~ **are now part of everyday use.** While these types of sites **and apps** are often used to communicate with friends, there are risks associated with their use. Many students post very personal information on blogs or social networking sites, sometimes without regard for their safety. Any information posted online can be accessed around the world by scholarship and college admission committees, future employers, and, most dangerously, by sexual predators. Always protect your identity and character. While not recommended for any age group, minors should not arrange face-to-face meetings with any person they have "met" on the Internet without permission ~~of~~ **from** their parent or guardian. It is possible the person initiating a meeting is disguised (logged on) as someone else and may have wrongful intentions. When using the WRDN, only social networking sites approved by teaching staff should be accessed, and **are to be** used for educational purposes only.

D: Criminal Behaviors. Using WRDN and Internet access to gain or attempt to gain unauthorized access to other computer systems is prohibited. This includes engaging in any illegal act or violating any local, state, or federal statute or law. According to Wisconsin State Statutes (Section 943.70) it is unlawful to willingly, knowingly, and without authorization:

- Modify data, computer programs, or supporting documentation.

- Destroy data, computer programs, or supporting documentation.
- Access computer programs or supporting documentation.
- Take possession of and/or copy data, computer programs, or supporting documentation.
- Disclose restricted access codes or other restricted access information to unauthorized persons.
- Intentionally cause an interruption in service.

Users of WRDN are prohibited from disclosing their network access codes and allowing any other user to login under their credentials. Any user committing acts of this kind may face disciplinary action by the school and legal action. The user will be punished to the full extent of the law. Some examples of offenses are removing another user's accounts, changing other users' passwords, using an unauthorized account, damaging any files, altering the system, using the system to make money illegally (or for financial gain), arranging for a sale or purchase of illegal substances, engaging in criminal gang activity, "hacking," and other illegal activities.

E: Plagiarism and Copyright. Plagiarism is prohibited. The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." A student user who leads readers to believe that what they are reading is the user's original work (when it is not) is guilty of plagiarism. Be careful when using the Internet. Cutting and pasting text and images into a document is very easy to do. Credit must be given to the author through citations. Teachers need to know what ideas belong to the author and what ideas belong to the student user. The WRDN and the Internet provides access to a variety of media - text, music, graphics, and video. Each of these formats has copyright restrictions and caution is recommended. Copyright law does not allow the re-publishing of text or graphics found on the Internet or file servers without written permission. Computer software also has copyright restrictions:

- All software programs used on the District network must be legally licensed.
- School resources/programs may not be used on home or personal computers without licensing consent.
- Personal software may not be loaded on school computers.

**Further information regarding copyright violations may be obtained in the WRPS Copyright and Fair Use Handbook or from the A/V Director or Library Media Specialist.**

F: Content Restriction Measures. The District uses filtering technologies to filter Internet sites that serve no educational purpose and to filter and protect against visual depictions that are obscene, including child pornography and other content harmful to minors. Filtering should not be construed by the public to mean that students may not encounter objectionable material on the Internet. Internet filtering tools are best effort tools to filter unsuitable sites, it is impossible to control access to all objectionable material. Every student must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors.

G: Cyber bullying. WRDN should not be used for the purpose of harassment or cyber bullying. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying.

H: Internet Safety Instruction. The school district will provide instruction related to Internet safety. This content will be ~~instructed~~ **taught** within information technology courses as well as integrated

into regular classroom instruction. The content will cover digital citizenship topics related to Internet safety, copyright/plagiarism, and social networking.

### **Personal Electronic Device Use**

While WRPS will provide District owned hardware and software that is used to access the internal WRDN, student personal electronic devices may be allowed:

- When used for a curriculum project in a classroom or instructional area based on staff discretion and individual school policy. ~~At the discretion of the teacher,~~ Any personally-owned media such as ~~floppy disks, CD's, DVD's, and~~ flash memory may be used, but will be scanned by antivirus software prior to each use with District equipment.
  - WRPS Technology Support will not support personally owned computers or electronic devices.
  - WRPS is not liable for any physical damage, loss, or theft of the device.
- When assistive technologies are needed by special education students as identified in the student's Individual Education Plan (IEP) or Section 504 plan.

### **Electronic Libraries and Online Resources**

The Internet provides a vast digital library. Electronic databases and information search tools are an integral part of school library media centers and classrooms and are available on the WRDN as part of their services. This means users have the right to information, but the school has the right to restrict any information that does not support the approved curriculum and/or administrative functions. The following items need to be considered when using online resources:

- Site Security - Web-based companies must assure that they have taken steps to secure any data that has been given to them by WRPS users.
- Compatibility - The site must provide acceptable technical performance, levels of support, and be compatible with local WRDN infrastructure.
- Advertising - Current selection policies discourage advertising in curricular materials. This policy should be extended as practicable to use of websites. Avoid websites that feature advertising promoting activities that would be illegal or inappropriate for students (gambling, drinking, sexually explicit, etc.). In the event an inappropriate site is inadvertently accessed students will notify a staff member.
- Contracts/Partnerships - Contractual agreements with web-based companies may only be entered into by an authorized administrator. Objectionable clauses must be open to negotiation. Ownership of any data created by WRPS users shall remain the property of the user or WRPS as appropriate. No changes can be made in the contract without the consent of WRPS. The District should not enter into exclusive contracts. Contract(s) may not restrict WRPS users from existing “fair use” provisions of the law.

## Electronic Mail Guidelines

The Network Systems Manager shall be responsible for maintaining the WRDN electronic mail system. Electronic mail (e-mail) is any electronic message sent or received by students or District employees for educational/communications purposes.

Due to the frequent use as a communication tool, WRPS will provide District employees with an e-mail account and students in grades ~~6-5~~-12 with a student email account. ~~For elementary grades, student e-mail accounts can be created based on educational need.~~ It is the intention of WRPS that e-mail accounts will be used in a responsible manner in accordance with District policies. Student access to e-mail on WRDN will be through the District-provided account only. ~~Other commercial e-mail services will not be allowed.~~

All District assigned e-mail accounts are owned by the District, and, therefore, are not private. Messages received by the e-mail system are retained. Contents of email may be subject to Wisconsin Public Record Law (Wis. Stat 19.31-19.39) The Network Systems Manager will establish mailbox size limits, and all users should manage their mailbox by removing old messages in a timely fashion.

Users of District e-mail accounts are expected to adhere to the following guidelines:

- All e-mail accounts will be protected by a manual login and individual password.
- Use of e-mail for financial gain is prohibited.
- Use of an e-mail account assigned to another user, forging of e-mail messages, or posting anonymous messages is prohibited.
- Allowing another person to use your e-mail account is prohibited.
- Use of e-mail to send messages that may be discriminatory, harassing, or offensive to others, or contain material that defames an individual, company, or business, or violates District policy, or discloses personal information without authorization is prohibited.
- Logoff your e-mail when finished.
- ~~Student access to a listserv is by teacher permission only.~~
- ~~Student access to chat rooms/videoconferencing is by teacher supervision only.~~
- Printing of e-mail messages is limited to educational or administrative functions.
- E-mail messages that may be viewed as a representation of the Wisconsin Rapids School District must be consistent with existing policy regarding District communication.

Questions or concerns on the proper use of the resources should be directed to the appropriate building administrator, the Network Systems Manager, or the District ~~Technology~~ Director of Technology.

## Equity Concerns

Provisions ~~must~~ will be made for those students who do not have Internet access at home, ~~and in some cases at school.~~ Alternatives to Internet-based activities ~~need to~~ will be provided for students who don't do not have access outside of school.

Accommodations ~~need to be considered~~ for special needs students will be taken into consideration.

**Adoption:** Approved by ~~District Information and~~ Instructional Technology Literacy Committee, Superintendent, School Board.

**Distribution:** On paper and to staff and students. Policy and guidelines will also be available on the District website.

**Revision:** The ~~District Information and Literacy~~ ***Instructional*** Technology Committee will periodically review and maintain this policy and guidelines. Requests for policy changes should be forwarded to the District ~~Technology~~ Director ***of Technology***.

**APPROVED:** March 11, 1996

**REVISED:** May 10, 1999  
May 14, 2001  
February 2004  
April 10, 2006  
February 11, 2008  
July 11, 2011  
September 9, 2013  
***TBD***