**Wisconsin Rapids Board of Education**
## Personnel Services Committee
510 Peach Street · Wisconsin Rapids, WI  54494 · 715-424-6701

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

September 3, 2013

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

Time:         6:00 p.m.

I.      Call to Order

II.     Public Comment

III.    Actions on Personnel

        A.      Retirements
        B.      Resignations
        C.      Appointments
        D.      Posting Results

IV.     Policy Review

        A.      Policy 365.1 RULE – Network and Internet Acceptable Use and Internet Safety Policy Guidelines for
                Students and Policy 365.1 EXHIBIT 1 – Independent Use Student Consent and Waiver

V.      Items for Discussion with Possible Action

        A.      Disbursement Manager
        B.      Director of Curriculum Secretary

VI.     Consent Agenda

VII.    Adjournment

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Time:         6:00 p.m.

I.     Call to Order

II.    Public Comment

III.   Actions on Personnel

       A.     Retirements

              The administration recommends approval of the following support staff early retirement request:

              Bonnie Grundman     Location:     Lincoln High School
                                  Position:     Special Education Aide
                                  Effective:    August 30, 2013

       B.     Resignations

              The administration recommends approval of the following professional staff resignation requests:

              Tanya Steger        Location:     Lincoln High School/District Virtual
                                  Position:     School Counselor (1.0 FTE)
                                  Effective:    August 21, 2013
                                  Reason:       Personal reasons
                                  Date of Hire: September 4, 2012

              Lorra Walton        Location:     Wisconsin Rapids Area Middle School
                                  Position:     Language Arts Teacher (1.0 FTE)
                                  Effective:    August 13, 2013
                                  Reason:       Accepted a position outside the District
                                  Date of Hire: June 21, 1999

              The administration recommends approval of the following support staff resignation request:

              Sue Siems           Location:     Woodside Elementary School
                                  Position:     Office Aide (7.5 hours/day)
                                  Effective:    September 6, 2013
                                  Reason:       Relocating outside the District
                                  Date of Hire: February 3, 1994

C.      Appointments

The administration recommends approval of the following professional staff appointments effective August 27, 2013:

| Barbara Bondioli | Location: | Howe/Washington |
|---|---|---|
| | Position: | Social Worker (1.0 FTE) |
| | Replacing: | Nou Vang (resignation) |
| | Education: | MSW – UW-Madison – 5/1996 |
| | | BS –UW-Eau Claire – 5/1991 |
| | Major/Minor: | MSW – Social Work |
| | | BA – Social Work/Psychology |
| | Salary: | $64,566 annually |

| Christopher Calteux | Location: | Mead Elementary Charter School |
|---|---|---|
| | Position: | Grade 4 (1.0 FTE) |
| | Replacing: | Lynette Mitchell (appointment to full-time assignment following Brenda Krings' appointment to Math Interventionist position) |
| | Education: | BS – UW-Whitewater – 8/2013 |
| | Major/Minor: | BS – Elementary/Middle Education |
| | Salary: | $36,500 annually |

| Samantha Franz | Location: | Mead Elementary Charter School |
|---|---|---|
| | Position: | Grade 4 (1.0 FTE) |
| | Replacing: | Erin Michels (transfer to Woodside following Lisa Sullivan's appointment to Math Interventionist position) |
| | Education: | BS – UW-Eau Claire – 5/2012 |
| | Major/Minor: | BS – Middle Childhood-Early Adolescence Education/Science |
| | Salary: | $36,500 annually |

| Heather Heqet | Location: | Mead Elementary Charter School |
|---|---|---|
| | Position: | Grade 3 (1.0 FTE) |
| | Replacing: | Jacquelyn Weinhold (appointment to Math Interventionist) |
| | Education: | BS – UW-Stevens Point – 5/2007 |
| | Major/Minor: | BS – Early Childhood Education/Special Education |
| | Salary: | $36,500 annually |

| Rachel Sheets | Location: | Grove/Woodside |
|---|---|---|
| | Position: | Social Worker (0.7 FTE) |
| | Replacing: | Barb Bondioli (appointment to Howe/Washington) |
| | Education: | MSW – UW-Madison – 5/2011 |
| | | BA – Valparaiso University – 5/2005 |
| | Major/Minor: | MSW – Social Work |
| | | BA – German/Geography |
| | Salary: | $29,050 *(0.7 FTE of $41,500 annually, $36,500 + $5,000 for Masters)* |

The administration recommends approval of the following non-union, non-certified support staff appointments effective August 26, 2013:

| Candace Blakeslee | Location: | Central Office |
|---|---|---|
| | Position: | Human Resources Specialist |
| | Wages: | $22.42/hour *(based on $23.60/hour wage rate to be adjusted as follows: 95% for year-one; 97% for year-two, effective July 1, 2014; 100% for year-three, effective July 1, 2015)* |

| Lori Stanton | Location: | Central Office |
|---|---|---|
| | Position: | Human Resources Specialist |
| | Wages: | $22.42/hour *(based on $23.60/hour wage rate to be adjusted as follows: 95% for year-one; 97% for year-two, effective July 1, 2014; 100% for year-three, effective July 1, 2015)* |

     D.     Posting Results

The administration recommends approval of the following support staff posting results:

| Rick Kehrberg | Location: | District |
|---|---|---|
| | Position: | District Relief Custodian |
| | Effective: | August 26, 2013 |
| | Replacing: | Sally Nelson (Posted to Night Custodian position at WRAMS) |
| | Wages: | $20.67/hour |

| Matthew Peeters | Location: | WRAMS |
|---|---|---|
| | Position: | Special Education Aide |
| | Effective: | September 3, 2013 |
| | Replacing: | Amy Pulchinski (Posted to different position) |
| | Wages: | $13.42/hour |

IV.     Policy Review

     A.     Policy 365.1 RULE – Network and Internet Acceptable Use and Internet Safety Policy Guidelines for Students and Policy 365.1 EXHIBIT 1 – Independent Use Student Consent and Waiver

At their regular meetings in August 2013, the Educational Services Committee and Board of Education approved Policy 365.1 RULE – Network and Internet Acceptable Use and Internet Safety Policy Guidelines for Students for first reading (Attachment A), and also approved of the deletion of Policy 365.1 EXHIBIT 1 – Independent Use Student Consent and Waiver (Attachment B).

The administration recommends approval of changes to Policy 365.1 RULE – Network and Internet Acceptable Use and Internet Safety Policy Guidelines for Students for second reading, and approval of the deletion of Policy 365.1 EXHIBIT 1 – Independent Use Student Consent and Waiver.

V.     Items for Discussion with Possible Action

     A.     Disbursement Manager

Considerations for possible adjustments to the wage compensation of the Disbursement Manager position will be brought forward to the Committee for review and possible action.

     B.     Director of Curriculum Secretary

Considerations for possible adjustments to the wage compensation of the Director of Curriculum Secretary position will be brought forward to the Committee for review and possible action.

VI.     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.

VII.     Adjournment

**365.1 RULE  -   NETWORK AND INTERNET ACCEPTABLE 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 or worms and any tampering with hardware and software. They also apply to electronic harassment and abusive or obscene language.  This document serves as a somewhat comprehensive understanding for identifying examples of acceptable and unacceptable use of district technology and the Internet and providing guidelines for 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 be ***required*** ~~asked~~ to sign the Student Consent and Waiver form.  This signed ***form grants*** ~~statement becomes~~ permission for independent use of the Internet; ***district owned technology; personal electronic devices, also known as Bring Your Own Device (BYOD);*** and monitoring of ***student*** ~~their~~ 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 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 on-line or real-time subscription/data services that do not relate to education.

**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$^{st}$ Century Skills such as resource sharing, innovation, 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 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, 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 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, 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 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 on-line 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 Surfari. 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

COPPA will be considered for use within the district. Since COPPA only applies to children 12 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 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 sites have increased rapidly in the past few years. While these types of sites 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 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 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 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, 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 may not restrict WRPS users from existing "fair use" provisions of the law.

**Electronic Mail Guidelines**

The Network 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 6-12 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 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 Manager, or the district Technology Director.

**Equity Concerns**

Provisions must 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 be provided for students who don't have access outside of school.

Accommodations need to be considered for special needs students.

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

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

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

**APPROVED**:    March 11, 1996

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

**365.1-EXHIBIT 1    INDEPENDENT USE STUDENT CONSENT AND WAIVER**

# VRPS Acceptable Use Policy (AUP) Consent Form

## This form **MUST BE SIGNED AND ON FILE**
for *use of the Internet, e-mail and other network services*

*Attached are the WRPS Network and Acceptable Use Policy and Guidelines for your records. WRPS expects responsible and appropriate use of network services and other technology. Through this consent form, you agree to these terms and permit you son/daughter to use the Internet and other District network services.*

**Key Components:**

- The Inter

- Remote A

- Student e

  - Tea

  - Student-student correspondence and online collaboration

  - Other teacher authorized activities.

  - All other email services are blocked at school (Hotmail, Yahoo mail, etc.)

- The AUP applies to all school technology including:

  - Printing, computer use, access to software, file storage, etc.

**DELETE Policy 365.1 - EXHIBIT 1**

**Failure to abide by the attached guidelines may result in disciplinary action, which may include the loss of your network privileges.**

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Signing this form indicates that I have read the District policy/guidelines
and agree that I/my child will use school technology resources in a responsible manner.
*Please contact your building principal with any questions.*

Students Name (print): _____ Grade: _____

Student ID#: _____ School: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____