

# **Wausau Area Virtual Education Computer Policy 2015-2016**

## ***Device Purpose***

The Wausau School District is supplying you with a laptop computer to enable your successful completion of online courses as part of Wausau Area Virtual Education (WAVE). This device is property of the Wausau School District. The laptop's function is to provide each student access to required educational materials and research capabilities to enhance the educational experience. The computer allows student access to Wisconsin Virtual School coursework, Google Apps for Education, educational web-based tools, as well as many other useful sites. The laptop is an educational tool not intended for personal gaming, social networking or high end computing.

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## 1. RECEIVING YOUR COMPUTER:

- Laptop computers will be distributed prior to the beginning of the school year. Parents/Guardians and students **MUST** sign and return the Wausau School District Computer Agreement before the laptop can be issued to the student. This Wausau Area Virtual Education Computer Policy Handbook outlines the procedures and policies for families to protect the investment of the Wausau School District. Computers will be collected at the end of the school year. If a student will be taking courses throughout the summer, the computer will be reissued once updates on the computer have been made.

## 2. RETURNING YOUR COMPUTER IF UNENROLLING AT WAVE OR LEAVING THE DISTRICT:

- **Students un-enrolling in WAVE or leaving the District must return district owned computers to the Director of Secondary Education at Longfellow Administrative Center.**
- Any computer not returned will be considered stolen property and law enforcement agencies will be notified.

## 3. TAKING CARE OF YOUR COMPUTER:

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken, or fail to work properly, must be brought to Longfellow Administrative Center as soon as possible so they can be repaired. ***Do not take district owned laptops to an outside computer service for any type of repairs or maintenance.***

### 3a: General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Never transport your laptop with the power cord plugged in. Never store your laptop in your carry case or a backpack while plugged in.
- ***Students should never carry their laptops while the screen is open.***
- Laptops and cases must remain free of any writing, drawing, or stickers.
- Vents **CANNOT** be covered. District owned laptops must have a Wausau School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Laptops should never be left in a car or any unsupervised area.

### 3b: Carrying Computers

- Transport laptops with care.
- Laptop lids should always be closed and tightly secured when moving.
- Never move a laptop by lifting from the screen. Always support a laptop from its bottom with lid closed.

### 3c: Screen Care

**Laptop screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the laptop when it is closed.
- Do not store the laptop with the screen in the open position.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a bag or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **3d: Backgrounds and Password**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures should not be used.
- Take care to protect your password and do not share it with others.

## **4. MANAGING & SAVING YOUR DIGITAL WORK**

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from your laptop, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- In addition you can save work on the hard drive of the computer or on a USB flash drive.

## **5. ACCEPTABLE USE GUIDELINES**

### **5a. Wausau School District Acceptable Use Policy (#6500)**

#### **BUILDING-WIDE AND SYSTEM-WIDE SERVICES**

Acceptable Use of Technology and Internet Safety For Students, Staff, and Guests

The Wausau School District supports access by students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment.

#### **Technology Defined**

The use of technology that is owned or leased by the Wausau School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

#### **Purpose**

The Board of Education of the Wausau School District provides access to technology for a limited purpose. The access granted to students, staff, and guests is solely for the educational goals of the District. Access to technology is designed to create engaging teaching and learning environments, provide staff with productivity tools and avenues to learn and grow, and allow guests to provide educational services consistent with the mission of the District. Access to technology is a privilege, not a right. As such, the Superintendent of Schools or his/her designee may revoke this privilege at any time for any reason.

#### **Privacy**

In order to insure the appropriate use of technology and conformity to this policy and legal guidelines, the District reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using District. End-users of technologies shall have no expectation of privacy. Such monitoring, access, and disclosure will be conducted as the District deems necessary and may occur with or without notice, or with or without consent.

## **Responsibilities**

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the District filters Internet access on all devices capable of accessing the District's Internet connection. The District recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of staff supervision in monitoring student use. It is also the responsibility of all staff to:

1. Guide students in the selection and evaluation of educational materials.
2. Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
3. Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.
4. Provide instruction on the topics of Internet safety and cyberbullying.
5. Report inappropriate uses to a direct supervisor, technology director, or the Superintendent of Schools.

## **Unacceptable Use**

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without Authorization.
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by the District.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District.
14. End-users shall not install unauthorized software or connect unauthorized hardware to District systems.
15. The use of technology for personal entertainment is prohibited.

### **Personal Technology Devices Defined**

The acceptable uses listed above shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the Wausau School District and brought into the school by students, guests, or staff members.

In addition to the unacceptable uses listed above, the following policy statements apply regarding personally-owned devices:

1. The District will not be held liable for any damage that may occur as a result of the use of technology.
2. The District will not be held responsible for any physical damage, loss, or theft of the device.
3. The District is not obligated to supply electrical power access.
4. Employee use of devices will be at the discretion of the Superintendent of Schools or designee.
5. Student and guest use of devices will be at the discretion of the principal of the school building.
6. The District may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

### **Consequences**

Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Student disciplinary actions are under the authority of the building principal or his/her designee(s). In the case of employee misconduct, the matter will be referred to the Superintendent of Schools or his/her designee(s).

Legal Ref.: Title XVII Children's Internet Protection Act

Wisconsin statutes 11.36 - Political solicitation involving public officials and employees restricted

Wisconsin Statutes 943.70 – Computer crimes

Wisconsin Statutes 944.21 – Obscene material or performance

Wisconsin Statutes 947.0125 – Unlawful use of computerized communication systems

Wisconsin Statutes 947.013 – Harassment

Wisconsin Statutes 948.11 – Exposing a child to harmful material or harmful descriptions or narrations.

Wisconsin Statutes 948.12 – Possession of child pornography

Cross Ref.: Policy 4300 – Unlawful Harassment/Sexual Harassment – Employment

Policy 5706 – Prohibition Against Harassment & Discrimination

Policy 5707 – Unlawful Harassment/Sexual Harassment – Education

Policy 5723 – Locker Room Privacy

Policy 6505 – Software Copyright Laws

Adopted: July 8, 1996

Revised and Adopted: March 11, 2003

Revised and Adopted: April 14, 2003

Updated: July 16, 2008

Revised and Adopted: June 13, 2011

### **5b: General Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Wausau School District.
- Students are responsible for their ethical and educational use of the technology resources of the Wausau School District.
- Access to Wausau School District technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a laptop, or the files of another user, without the consent of the individual or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

### **5c: Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people.
- Remember that storage is not guaranteed to be private or confidential as all computer equipment is the property of the Wausau School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

### **5d: Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

### **5e: E-mail Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

### **5f: Consequences**

- The student in whose name a system account and/or laptop is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the District Acceptable Use Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

## 6. PROTECTING & STORING YOUR COMPUTER

### 6a: Laptop Identification

- Student laptops will be labeled/identified in the following manner:
  - District asset tag and serial number
  - Individual user account name and password
- Laptops are the responsibility of the student. This device is for your use in your online coursework. **Take good care of it!**

### 6b: Account Security

- Students are required to use their *wausauschools.org* domain user ID and password and are required to keep that password confidential. The account is to be used only by the student to which the account is assigned.

### 6c: Storing Your Computer

- When students are not using their laptop, it should be stored in a safe location.
- Nothing should be placed on top of the laptop.
- Laptops should not be stored in a vehicle for security and temperature control measures.

## 7. REPAIRING/REPLACING YOUR COMPUTER DUE TO DAMAGE

### 7a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the laptop.
- The vendor warrants the laptop to be free from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the laptop.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.
- Please report all laptop problems to the Director of Secondary Education as soon as possible.

### 7b: Computer Repair Costs and Insurance

- Students and families will have an opportunity to purchase insurance to cover accidental damage. The cost of an insurance policy for the laptop will be \$50.00 per school year. The insurance plan will have a deductible for each repair that is not covered by the manufacturer's warranty
- Deductible
  - A \$50.00 deductible per claim will be assessed.
  - The student's family is responsible for the cost of the deductible.
  - The district reserves the right to charge the student for the entire replacement cost if student negligence is determined to be the cause of the damage.
  - If the device is stolen, students are responsible for obtaining a police report.
- **If the student or family chooses not to purchase the available insurance, they will be responsible for the cost of all repairs not covered by the manufacturer's warranty or replacement cost if the laptop is lost or stolen.**



## 8. COMPTUER TECHNICAL SUPPORT

Technical support will be available through the District IT Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner laptops
- ALL REPAIRS must be completed by the IT Department.

# Wausau School District

## Responsible Use of the Internet

In-school use of the Internet, computers, and mobile devices is a privilege and is intended to further student learning in the Wausau School District. This privilege may be revoked at any time for use not consistent with the educational goals of the District. Students and Staff have the responsibility to use the Internet, software, and hardware in a responsible and informed way, conforming to network etiquette, customs and courtesies. **It is understood that a student has permission to use the Internet unless a parent puts in writing that the student should be denied such access.** The Wausau School District is not responsible for damage to personal electronic and digital devices.

### EXPECTATIONS

#### **Be Responsible**

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of class curriculum only
- Use personal electronic devices in compliance with individual building policies

#### **Be Respectful**

- Respect and protect your privacy and the privacy of others.
  - Use only your assigned account.
  - Keep personal information such as: full name, address, phone number, etc., off of public websites
  - Keep passwords secret
  - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
  - Observe all network security practices
  - Conserve, protect, and share these resources with other students and Internet users
  - Treat electronic and digital devices with care, and report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow all copyright laws
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful, safe and lawful
  - Obtain permission before taking/using photos, videos or images of other people
  - Observe all network security practices
  - Use only school appropriate language, images and videos

#### **Be Safe**

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret

**ALL STUDENTS ARE ASKED TO ENROLL THEIR WAUSAU SCHOOL DISTRICT DEVICE**

## How to Enroll My Device

Please visit [One2OneRisk.com](http://One2OneRisk.com) to begin enrollment of your school-issued device. On the One2One Homepage select the **Enroll My Device Icon** and follow the prompts. **One2One Risk Solutions** will ask for your State, School District, School You Attend, and a Student ID or Participant Number (**you will use your wausauschools.org email address**).

You will then be prompted to agree to the district's terms and conditions. If you elect to not purchase the insurance offered by One2One, then you will be responsible for the total cost of any damage to the device.

If you choose to purchase the insurance, once you have enrolled you may pay your registration fee in one of two methods. You may pay via Credit/Debit Card, Online Check or you may use a pre-paid card available for cash purchase from the Education Department at Longfellow Administrative Center.

When you have finalized the enrollment you will receive a conformation email with your attached Certificate of Enrollment.





## How to Process A Claim

If you have experienced loss or damage to your school-issued device, please contact the school library or IT Department for assistance. Once your school has verified that loss or damage has occurred and is subject to a deductible, please visit [One2OneRisk.com](http://One2OneRisk.com) and select the **Process My Claim Icon** on the homepage. You will be asked for your State, School District, School You Attend, and a Student ID or Participant Number (**you will use your [wausauschools.org](http://wausauschools.org) email address**).



Once the system has verified that your account has a pending deductible incident on file, you may pay the deductible via Credit/Debit Card, Online Check, or you may use a pre-paid card available for cash purchase from the Education Department at Longfellow Administrative Center.

**PLEASE CONTACT THOM HAHN (715-261-0527 – [thahn@wausauschools.org](mailto:thahn@wausauschools.org)) WITH ANY QUESTIONS.**

***The form located on the next page is for your information only. This form is used by the Technology Department at your school when there is a loss or damage to the Chromebook assigned to your child.***

## Laptop Computer Claim Damaged/Lost/Stolen

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Email: \_\_\_\_\_@wausauschools.org

Serial number of the device: \_\_\_\_\_

Type of Incident:

- Accidental Damage
- Vandalism    Police Report # \_\_\_\_\_
- Theft            Police Report # \_\_\_\_\_
- Loss

The following damage occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following is covered under insurance plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent responsibility: Parent/Student will be notified by One2One of a claim needing their attention.

District responsibility: The district will be responsible for the shipping/repair of the device.

The following is **NOT** covered under insurance plan/no insurance was purchased. Therefore the following charges apply: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actual Repair Cost: \$ \_\_\_\_\_ (Cash, money order or check made payable to *W.S.D.*)

Date Paid: \_\_\_\_\_

### Repair and Replacement Costs:

<b>Charger and cord</b>	<b>\$70.00</b>	<b>Carry Case</b>	<b>\$50.00</b>
<b>Screen</b>	<b>\$225.00</b>	<b>Apple Mac Air</b>	<b>\$1000.00</b>
<b>Total Bundle</b>	<b>\$1050.00</b>	<b>IT Repair Time for Malicious Misuse</b>	<b>\$50.00/hr</b>

# Wausau Area Virtual Education Computer Use Agreement

The following information must be filled out completely prior to obtaining your laptop computer. Failure to complete the following information may delay your laptop being issued. One form per student must be filled out.

## Parents/Guardians:

- \_\_\_ I have read and discussed the Computer Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action and/or loss of use privileges.
- Computer Insurance:  
I agree to enroll the device issued to my child at [www.One2Onerisk.com](http://www.One2Onerisk.com) and at that time choose to:
- \_\_\_ Accept the insurance opportunity and pay the waiver fee (\$50.00 per year; up to \$50.00 deductible per claim).
- \_\_\_ Decline the insurance opportunity and take full financial responsibility for any loss or damage to the device issued to my child.

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student:

- \_\_\_ I have read and understand the Computer Policy Handbook and the Responsible Use of the Internet document. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action and/or loss of use privileges.

Student Name (print) \_\_\_\_\_

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_