
INSTRUCTION

POLICY

No. 6500.10

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Pewaukee School District provides access to information technology and communication resources for employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of students and staff using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

Information technology and communication resources, hereafter referred to as "systems," refers to Internet connections (including wireless connections), e-mail accounts, intranet, any remote connection to District systems, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications, wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy. By using the District's systems, users agree to abide by the policy and all other District guidelines, policies, procedures, rules, and regulations. All staff and students are required to have a signed agreement form on file.

School computers, Chromebooks, tablets, memory devices, networks, and related hardware and/or software are the property of the Pewaukee Public Schools, and at no time does the District relinquish its exclusive control of these items.

GENERAL USE

The use of the District's technology systems is a privilege rather than a right. Technology systems shall not be used to disseminate destructive, sexually explicit, vulgar, indecent, discriminatory, harassing, offensive lewd, personal political or social view communications. Inappropriate use of District technology systems, including interfering with network function and the standardization of work equipment, may result in the limitation or revocation of computer access, reimbursement for time and/or materials, and/or other disciplinary action as deemed appropriate.

PRIVACY AND MONITORING

The Pewaukee Public Schools reserves the right to inspect and review digital files. Such an inspection may be conducted by school authorities when they deem it necessary, without notice, without user consent, and without a search warrant. Such an inspection shall be done to ensure that the computer system is being properly used and to ensure the integrity of the network and maintain data privacy measures.

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted, or received over District data, voice, video networks, or stored or created using District equipment, are the property of the District.

The District retains the right to review, monitor, audit, intercept, access, and disclose all messages or information created, received, or sent over District data, voice, or video networks, or stored on its equipment, or cloud-based platforms associated with a Pewaukee School District account. External electronic storage devices are subject to monitoring if used with District resources. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

FILTERING

In accordance to the Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or that poses a threat to the network or threatens the educational process. However, students, parents, and staff should understand that no filtering software is 100% effective. The District may, in its discretion, disable such filtering for certain users for bona fide research or other lawful educational or business purposes. The District has no ability to filter content on devices using personal cellular data plans.

Users shall not use any website, application, or method to bypass network filtering or perform any other unlawful activities. Additional information regarding CIPA can be found here: <http://fcc.us/174NFg5>

MOBILE AND PERSONALLY-OWNED DEVICES

The District permits approved use of mobile technology devices (including laptops, Chromebooks, tablets, and cell phones) by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Limited use of personal devices is also permitted so long as it does not interfere with educational or employment responsibilities, consume more than an unreasonable amount of network resources, or violate state, federal law, or Board policies.

The District is not liable for the loss, damage, or misuse of any personal mobile technology device while on District property or attending school-sponsored activities. The District also reserves the right to examine any device at any time to ensure policy compliance.

GENERATIVE ARTIFICIAL INTELLIGENCE

The Board recognized the District's need to address generative Artificial Intelligence (AI) technologies both instructionally and operationally. Therefore, the Board supports coordinated efforts among the administration and non-administrative staff to responsibly pursue the integration of generative AI technology into the work of the District. This includes identifying ways to use generative AI tools to enhance educational practices, to support student learning, and to improve administrative and operational efficiency and effectiveness, while also appropriately identifying and mitigating risk.

Recognizing that generative AI tools have relevant limitations, that they can be intentionally and unintentionally misused, and that they have capabilities that are not always aligned with educational goals, processes, and settings, the Board supports a prudent, cautious approach. Caution should especially be prioritized with respect to (1) any student use of generative AI tools that is employee-directed or employee-facilitated, and (2) any staff use of AI tools that involves data or information about individual students, assuming that any such uses are administratively authorized in connection with appropriately secure AI tools/applications.

LIMITATION OF LIABILITY

The Pewaukee School District makes no warranties, neither expressed nor implied, that the services provided by the District system shall be error-free. The District shall not be responsible for any damages users suffer, including but not limited to, loss of data or interruptions of service. The District shall not be responsible for the accuracy, nature, or quality of information obtained through or stored on the system. The District shall not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the individual or entity and not the District. The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system.

The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or any other characteristic protected by law.

PROPOSED: January 22, 1996

ADOPTED: February 19, 1996

REVIEWED: September 8, 1997; April 11, 2005; May 10, 2010 & May 4, 2015; February 3, 2020; March 10, 2025; June 23, 2025

Cross Reference: Student Network (Including Internet) Use Procedures; Staff Network (Including Internet) Use Procedures; Technology Harassment Policy & Procedures

Legal Compliance (including but not limited to): Freedom of Information Act (FOIA) - For more information, visit <http://www.foia.gov/>; Family Educational Rights and Privacy Act (FERPA) - For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; Children's Internet Protection Act (CIPA) - For more information, visit <http://www.fcc.gov/guides/childrens-internet-protection-act>; Children's Online Privacy Protection Act (COPPA) - For more information, visit <http://www.coppa.org>; WASB Policy Services (March 2025)

INSTRUCTION

POLICY

No. 6500.10

TECHNOLOGY ACCEPTABLE USE (AUP)

STUDENT NETWORK (INCLUDING INTERNET) USE PROCEDURES

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

Educational Purpose

Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent or created on the network with their name on it or via their account including cloud storage of accounts using PSD credentials. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

Examples of Acceptable Use

I will:

- Follow guidelines for respectful, responsible behavior.
- Encourage positive, constructive discussion when using technology.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online. See something, say something.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Use appropriate language and communication in all mediums.
- Keep my password and account information private.
- Follow the Pewaukee Schools AI guidance for staff and students

Examples of Unacceptable Use

Users may not engage in any of the activities forbidden by these procedures when using or accessing the District's system. If a user is uncertain whether behavior is forbidden he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues (2) expend District resources on content the District determines lacks legitimate educational interest or (3) the District determines are inappropriate.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself, others, or District property.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam, phishing, or chain mail.
- Download, post, reproduce or distribute music, photographs, video, software, or other works in violation of applicable copyright laws.
- Plagiarize content I find online.
- Post, provide or share personally-identifying information about myself or others including name, address, phone number, etc.
- Agree to meet or share personal information with someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technology for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use including accessing another person’s account.
- Use the District system for commercial purposes or for personal financial gain.
- Use the District’s system on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
- Engage in criminal or other unlawful activities including accessing or distributing obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Use a recording device in any locker room or bathroom.
- Film or photograph or record any student, teacher, or other District employee without his/her permission.
- Install software or applications onto District devices.
- Relocate computers, add or remove peripherals, remove cords or connections, or dismantle a device in any way.
- Change, alter, bypass, or attempt to bypass security measures including filtered Internet sites

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

MOBILE TECHNOLOGY

The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include laptop computers, cell phones, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Students and their parents/guardians shall be responsible for any damage and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.

Students may use personally-owned devices as allowed by building guidelines—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper etiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

CONSEQUENCES FOR INAPPROPRIATE USE

Failure to follow the procedures listed above may result in the loss of the right to mobile devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. A parent is required to retrieve the device for a **second** occurrence.

PEWAUKEE PUBLIC SCHOOLS STAFF NETWORK (INCLUDING INTERNET) USE PROCEDURES

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

EDUCATIONAL PURPOSE

Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent on the network with their name on it or via their account. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

LEGAL USE OF NETWORK

- All illegal activities are strictly forbidden including accessing or transmitting obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Staff may not load software/applications onto district computers.
- Staff may not copy commercial software for use by friends.
- Staff may not copy software from the Pewaukee Public Schools computers to keep on their home computers.

APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents and communications.

PRIVACY OF PERSONAL INFORMATION

- Do not reveal personal information including name, address, phone number, etc., or personal information of others to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- Users may not access an account other than their own nor misrepresent their identity.

SOFTWARE

- All software (networked and non-networked) must be loaded by and stored with the Information Technology personnel (i.e., IT Director, Network Engineer, IT Support Technician).

E-MAIL

All messages sent or received via the District email system are the property of the District and may be reviewed, accessed, and disclosed as deemed necessary by the District. Use of email, including personal business, must be consistent with the policies and objectives of the District. Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of District policies and procedures and may result in disciplinary action.

The District's e-mail system may not be used as a means to bully or threaten others (i.e., cyberbullying). Therefore, the following electronic activities are forbidden:

- a. Sending a message to a person that threatens to inflict injury or physical harm to that person or their property, with the intent to frighten, intimidate, threaten, abuse, or harass that person;
- b. Sending a message to a person that uses any obscene, lewd, or profane language or images or suggests any lewd or lascivious act;
- c. Intentionally preventing or attempting to prevent the disclosure of his or her own identity when sending a message to a person;
- d. Sending repeated messages with the intent of harassing that person.

EQUIPMENT

- It is unacceptable to relocate computers, add peripherals, remove any cords or connections, or dismantle a computer in any way.
- Staff shall be responsible for any damage that they directly cause and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.
- Staff not abiding by the above provisions may be subject to disciplinary action.

MOBILE TECHNOLOGY

1. Employees who are issued devices by the District shall abide by the following terms:
 - a. District-provided devices are District property. Users assume primary responsibility for the safety, care, and security of the device and content.
 - b. Users are not permitted to install software or make configuration changes to devices without expressed, written permission from District network personnel.
 - c. The District reserves the right to audit, examine, monitor, or recall devices at any time and for any reason.
 - d. All repairs to devices shall be facilitated by District network personnel.
 - e. Upon termination of employment or upon initiation of a leave-of-absence, employees must return mobile technology devices to District network personnel.
2. Limited use of personal devices on school property is permitted. In such instances, employees shall abide by the following terms:
 - a. Devices shall **never** be connected to the District network either by wired or wireless methods without permission from the District network personnel.
 - b. Devices shall not be used on District premises to obtain unfiltered access to web page content.
 - c. The user of a device found to be the source of a virus, worms, trojan horses, spyware, or other malicious software on the District network shall be held liable for all resulting damages to network resources and shall be subject to appropriate disciplinary action.
 - d. Accessing, creating or sending inappropriate content stored on personal devices while on District property constitutes a violation of the Acceptable Use Policy and is subject to the consequences thereof.
 - e. Employee assumes all responsibility for the safety of all content on devices. Employees are responsible to provide an accurate, up-to-date inventory of any District file or data that could contain personal identification information.
 - f. The use of personal wireless access points or other wireless network enabling equipment or solutions for instructional purposes is forbidden on school premises.
 - g. The District shall not be liable for the loss, damage, or misuse of any personal devices.
 - h. Personal phones connected to any District databases or data sources (i.e. Skyward, school email account, Canvas, Raptor, etc.) must be password protected.

GENERATIVE AI TECHNOLOGY

When making decisions about whether and how to use generative AI tools, **all employees** are expected to use sound professional judgment that is grounded in District policies and guidelines, responsible use, ethical practices, and legal compliance, specifically applying the following foundational principles:

- Respect for and appropriate protection of (1) personal information relating to any individual and (2) other sensitive District data, recognizing that adhering to legal confidentiality requirements is a necessary but not always sufficient analysis of relevant data privacy considerations.
- Respect for other parties' rights and legal interests (e.g. adherence to the terms of use that apply to an AI tool/application, adherence to restrictions on the use of copyrighted-protected content as AI input, etc.).
- Accountability for (1) the use of AI tools for District purposes, (2) reviewing and validating the output of AI tools, and (3) the ultimate decision to use, or not use, AI-generated information/content.
- Transparency and disclosure (e.g., employees are expected to (1) appropriately inform supervisors and other members of the school community of AI use when failing to do so would be materially misleading, (2) give appropriate attribution to AI sources consistent with prevailing professional standards and/or the AI tool's terms of use, and (3) not implicitly or explicitly misrepresent AI-generated information/content as the staff member's independent work product.).
- Consultation and communication with supervisors or other relevant administrators as needed as the appropriate way to approach (1) exploring possible new uses of AI tools for job-related purposes, (2) validating appropriate authorization, and (3) raising concerns or resolving questions about AI technology and/or applicable District guidelines, rules and expectations.

With the support of administratively-identified guidelines, professional development opportunities, and other resources, the Board also expects the District's **instructional staff** to:

- Monitor and, as needed, adjust instructional practices so that generative AI tools enhance and support, rather than interfere with or supplant, student learning.
- Ensure that any use of AI tools for instructional purposes is grounded in the District's academic standards, the District-adopted curriculum, and sound pedagogical practice.
- Model the responsible and ethical use of AI for students.
- Develop students' AI literacy as a specific curriculum objective.
- In a manner that is appropriate for the age of the students and other situation-specific factors, inform students of expectations and rules surrounding the use of AI for academic work.
- Avoid directing, encouraging, or facilitating student use of generative AI tools when there is any doubt as to whether the specific tool/application has been sufficiently vetted and authorized.

CONSEQUENCES FOR INAPPROPRIATE USE

- Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the mobile technology device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

STAFF RESPONSIBILITY

- The classroom teacher is responsible for student use of district computers as it relates to departmental and classroom instructional use.

REVIEWED/REVISED: June 13, 2016; February 3, 2020; May 19, 2025