

**School District of Auburndale  
Comprehensive Information and Technology Plan 2009-2012**

**5.3 Budget Summary**

**Proposed 2009-2012 Information (Library Media) and Technology Budget**

	CITP			
	Goal Obj.	2009-10	2010-11	2011-12
<b>Software Procurement</b>				
Network Software	2.1	1,300	1,000	
Instructional Software	2.4			
<b>Hardware, Facilities &amp; Networking</b>				
Servers	2.1	10,000	20,000	10,000
Replacement Computers	2.1	60,000	10,000	10,000
TVs	2.4	900	1,800	900
DVD Players	2.4	100		
SmartBoard	2.4	5,200	5,200	5,200
Elmo	2.4	1,600		
<b>Operation, Maintenance, Upgrade, Communications</b>				
Phones	2.3			80,000
Internet Service	2.2	4,400	4,400	4,400
Distance Learning	2.2	9,400	9,400	9,400
<b>Professional Development</b>				
Training, Conferences	1.1	11,000	11,000	11,000
Curriculum Writing	1.2	19,600	19,600	19,600
<b>Other</b>				
School Library resources	2.4	32,000	32,000	32,000

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<b>Projected Funding Sources</b>		2009-10	2010-11	2011-12
<b>Total</b>				
District Budget	----	140,000	100,000	168,000
eRate	----	10,000	10,000	10,000
Special Education Funds	----			
Title II, Part A: Professional Development	----	2,000	2,000	2,000
Title II, Part D: Educational Technology				
Common School Fund		3,500	2,500	2,500

Note. Some CITP objectives may not require a financial expenditure.

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## **Section 6. Dissemination to Stakeholders**

### **Section 6.1 Dissemination to School Staff**

The vision and goals of the Information and Technology Plan will be presented at a teacher meeting to give the staff the “big picture” of what is planned for the next three years. A copy of the plan will be posted on the district web site.

### **Section 6.2 Dissemination to Community**

This Information and Technology Plan will be posted on the District Web Site at <http://www.aubschools.com/technology>. A summary of the plan's goals and objectives will be included in the district newsletter, The District Mirror. Copies of this plan will be made available at the district office.

### **Section 6.3 Adult Literacy Opportunities**

The community will be informed and invited to attend any programs dealing with technology topics by articles in the district newsletter, The District Mirror, and a posting on the District Web site. They will also be encouraged to take advantage of any adult classes being offered via the distance learning lab.

## **Section 7. Monitoring, Evaluating, and Revision of the Plan**

### **Section 7.1 Monitoring and Evaluation Process**

The Information and Technology Planning Committee will meet annually to review the District’s progress toward fulfilling the goals of this plan and recommend any changes or revisions to the plan on an on-going basis.

### **Section 7.2 Process of Reporting to Community Stakeholders**

The annual report from the Information and Technology Planning Committee will be shared with the School Board and will be reflected in the Board minutes.

### **Section 7.3 Process and Timeline for Ongoing, Long-Term Planning**

September 2011	Information & Technology Committee will meet to establish guidelines, timelines, and responsibilities for the preparation of a new three-year Information & Technology Plan for the 2012 - 2015 time period.
October – December 2011	District will conduct surveys of students, staff, Board of Education, parents, community members; other data will be collected as necessary
January–March 2012	Committee will meet to analyze data and to prepare goals, objectives, action plans, and evaluation strategies for the new plan.
April 2012	2012-2115 Information & Technology Plan will be submitted to Board of Education and the Department of Public Instruction for approval.

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**Appendix A – Network and Hardware Inventory**

**Network Workstations:**

Macintosh G3 All-In-One	5
iMac	117
HP Desktop	33

**Laptops:**

PowerBook	2
MacBook	4
HP Laptops	5

**File Servers:**

Xserve	6
PowerMac G5 Tower	2
HP Rackmount	1
PowerMac G4 Tower	1

**Hubs, Switches and Routers**

HP Procurve switch 2524 10/100BASE-T	10
HP 2708 8-port Unmanaged Gigabit Switch	8
Barracuda Spam Firewall 310	1
AirPort Extreme Base Station	9

**Power Supplies:**

APC SmartUPS	11
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**Peripherals:**

Viewsonic Projectors	12
UMAX Astra 2200 flatbed scanner	1
HP Scanjet	3
Digital Cameras	10
Camcorders	10

**Printers:**

Injet Printers	8
Laser Printers	28
HP plotter	1

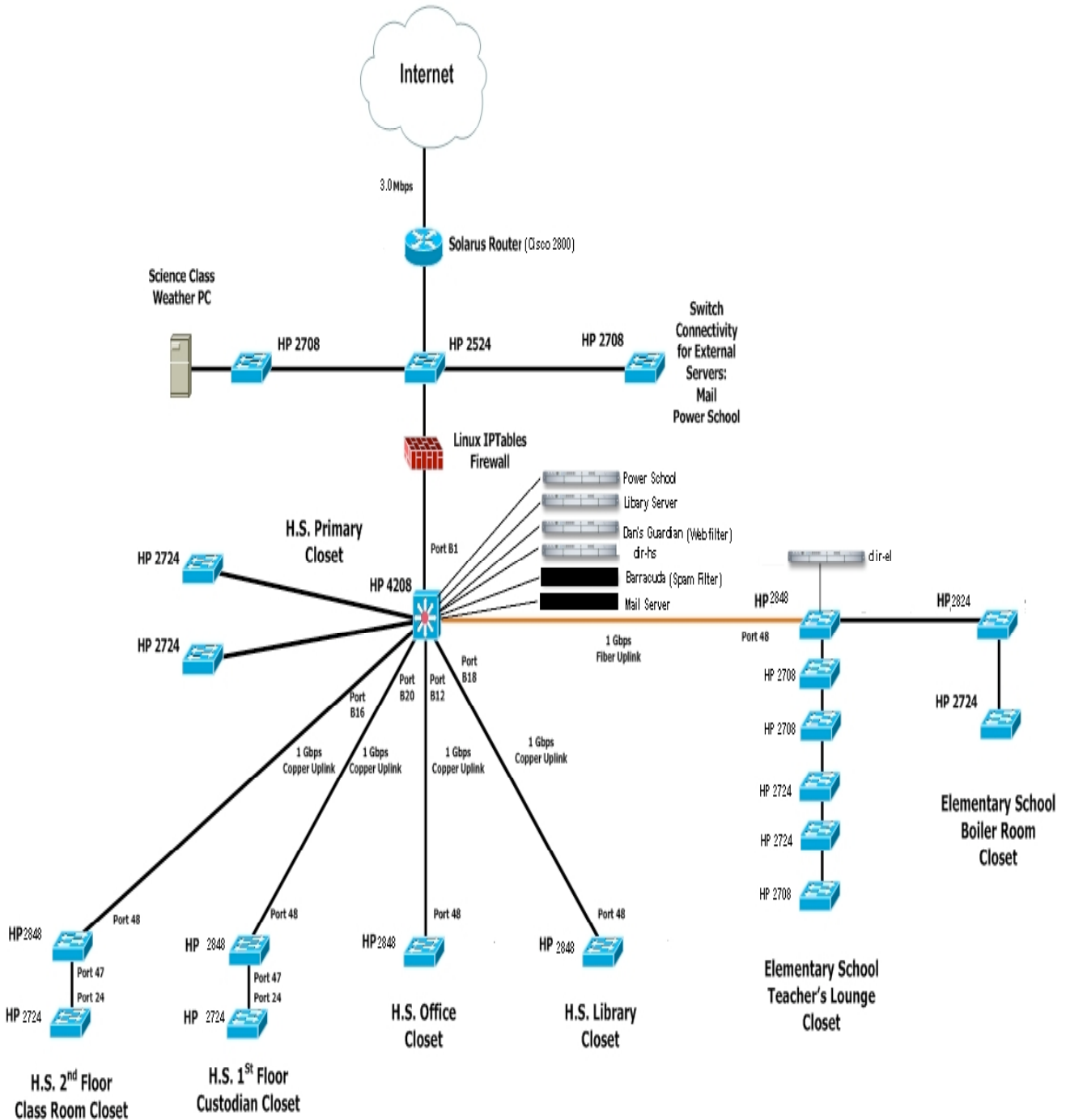
Copiers	7
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**Other:**

9910XCO offset press with Swing away Platehead	1
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**Appendix B – Network Layout**



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## **Appendix C – Computer Software Inventory**

### **Applications**

Microsoft Office 2007  
Microsoft Office 2008  
AppleWorks  
FileMaker Pro  
Accelerated Reader  
Star Reader  
Adobe Indesign  
Automated Accounting 8.0  
Adobe Illustrator  
Adobe Photoshop  
Bernies Typing Travels  
Typing Time  
Dreamweaver  
Adobe Pagemaker  
Kidspiration  
Edmark Sammy's Science House  
Vernier Software Logger Pro  
Storylords  
Vernier Software Graphical Analysis  
DiskWarrior  
Keynote  
VectorWorks Architect 10 &  
RenderWorks  
Mathosaurus I  
Mathosaurus II  
Wild West Math  
Stellarium  
Picture Phonics  
Penny Panda  
Clock Faces  
Super Science Show  
That Spelling is Right  
Dancing Dino's  
Ten Thumbs Typing

Kid Pix Deluxe 4  
Hangman Pro  
JumpStart Advanced Prreschool  
JumpStart Advanced Kindergarten  
JumpStart Advanced 1st Grade  
JumpStart Advanced 2nd Grade  
Graphical Analysis  
Kidspiration

### **Administrative Software**

PowerSchool  
Skyward Financial  
Winnebago Spectrum  
Deep Freeze  
Snapz Pro  
Transmit 3  
Remote Desktop  
Norton SystemWorks  
Print Explosion Deluxe  
The Print Shop

### **Server Software**

Mac OS X Server  
Linux Fedora  
Windows 2000 Server  
PowerChute Plus  
Barracuda (Spam Filter)  
Dans Guardian

### **Workstation Operating Systems**

MS Windows 2003  
MS Windows XP  
Mac OS X

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## **Appendix D – Required District Policies**

The following policies, as well as other Board policies, can be found at the Auburndale School District Web site at <http://www.aubschools.com/policies> .

- 361.2 Selection of Library Materials  
<http://www.aubschools.com/policies/361.2> - [selection of library materials](http://www.aubschools.com/policies/361.2)
- 361.21 Removal of Obsolete Library Materials  
<http://www.aubschools.com/policies/361.21> [removal of obsolete library materials](http://www.aubschools.com/policies/361.21)
- 361.4 Instructional Software Selection  
<http://www.aubschools.com/policies/361.4> - [instructional software selection](http://www.aubschools.com/policies/361.4)
- 361.5 Use of Copyrighted Materials  
<http://www.aubschools.com/policies/361.5> - [use of copyrighted materials](http://www.aubschools.com/policies/361.5)
- 362.1 Interlibrary Loan  
<http://www.aubschools.com/policies/362.1> - [interlibrary loan](http://www.aubschools.com/policies/362.1)
- 363.11 Movies in the Classroom  
<http://www.aubschools.com/policies/363.11> - [movies in the classroom](http://www.aubschools.com/policies/363.11)
- 363.2 Internet Acceptable Use  
<http://www.aubschools.com/policies/363.2> - [internet acceptable use](http://www.aubschools.com/policies/363.2)
- 363.3 Technology Concerns for Students with Special Needs  
<http://www.aubschools.com/policies/363.3> - [\\_technology concerns for students with special needs](http://www.aubschools.com/policies/363.3)
- 871 Public Complaints About  
<http://www.aubschools.com/policies/871> - [public complaints about](http://www.aubschools.com/policies/871)

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### **361.2 - SELECTION OF LIBRARY MATERIALS**

#### **Objectives in the Selection of Instructional Materials Housed in the Library:**

1. To enrich and support the curriculum in the Auburndale School District.
2. To guide reading and research needs of students and staff in the district.
3. To help develop lifelong reading and learning skills of students.
4. To meet information and technology needs of both students and staff.
5. To help build a school learning community focused on improving learning for the students.
6. To provide a wide range of educational materials in a wide variety of difficulty and appeal.

#### **Responsibility for Selection of Materials**

The responsibility for coordinating the selection of materials rests with the K-12 library media specialist; however, recommendations and requests from staff and students are considered when addressing district needs.

#### **Criteria for Selection of Library Materials**

Staff members involved in selection of resource materials should use the following criteria:

1. Educational use.
2. Contribution the subject matter makes to the curriculum.
3. Favorable reviews from professional selection sources.
4. Favorable recommendations based on preview and examination by professional personnel.
5. Reputation and significance of the author, producer, or publisher.
6. Validity and currency of material.
7. Degree of user appeal.
8. High artistic quality or literary style.
9. Timeliness of permanence of the material.
10. Appropriateness of reading level and understanding of students in the school.
11. Representation of fair and unbiased material.
12. Consideration of material costs related to available funds.

#### **Procedures for Selection of Library Materials**

1. When selecting learning resources, professional personnel will evaluate curriculum needs and consult reputable professional resources that review materials.
2. Recommendations for purchase may involve administrators, teachers, students, district personnel, and community persons as appropriate.
3. Gift materials shall be judged by the criteria outlines and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process that should include the removal of materials no longer appropriate or in good condition.

Adopted: April 27, 2005

<http://www.aubschools.com/policies/361.2 - selection of library materials>

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**361.21 - REMOVAL OF OBSOLETE LIBRARY MATERIALS**

We have a professional responsibility to provide our library users in the Auburndale School District with the best resources possible. Any resource that does not include the most recent information is not likely to be of value to our users. Removal of the obsolete material makes it easier and quicker for the user to locate material that he/she needs.

The library collection should be examined every year in order to maintain materials that are still useful and timely. Removal of obsolete library materials is defined as the practice of discarding excess copies, rarely used books, and materials with incorrect information or no longer relevant to the curriculum or needs of the students or staff.

**General guidelines for removal of obsolete library materials:**

1. Last date of circulation---material not in general use within the last five years.
2. Physical condition---if the material is badly worn or soiled, a decision about replacement should be made.
3. Timeliness---remove out-of-date materials, particularly in the sciences and technology.  
Materials should be removed that are no longer in demand and no longer support the curriculum.
4. Reliability---viewpoints change and must be reflected in the collection.
5. When there are duplicates and none seem to be circulating or used, a single copy may be all that is needed.
6. Remove to increase space that is needed for the new materials that are ordered yearly.
7. To promote a more appealing and up-to-date collection.

**When discarding the material:**

1. Destroy all identifying marks from the material. Take out pockets.
2. Offer some items to classrooms, such as older encyclopedias, videos, dictionaries, duplicate materials that no longer circulate, and older magazines.
3. All items not to be used in the school anymore can be offered to a charity book sale, other libraries within the District, or the Auburndale School Sale that is held each summer.

Adopted: April 27, 2005

[http://www.aubschools.com/policies/361.21\\_removal\\_of\\_obsolete\\_library\\_materials](http://www.aubschools.com/policies/361.21_removal_of_obsolete_library_materials)

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**361.4 - INSTRUCTIONAL SOFTWARE SELECTION**

All instructional software programs used in the School District of Auburndale must be reviewed by the Curriculum Committee. Prior to a recommendation being made to the School Board, the following steps must be followed by the textbook/software selection committee, staff member, or staff members. All steps must be presented to the Curriculum Committee.

- Establish curricular objectives to be met.
- Research available instructional software programs, check with network administrator for compatibility, and check on any additional hardware or hardware modification costs.
- Provide rationale for software purchase and how the program will impact student learning.
- Provide details on how it would be integrated into the curriculum.
- Provide a total cost to the District including program, training, hardware, text or other instructional items, as well as installation timeline requirements.

Adopted: May 16, 2007

[http://www.aubschools.com/policies/361.4\\_-\\_instructional\\_software\\_selection](http://www.aubschools.com/policies/361.4_-_instructional_software_selection)

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**361.5 - USE OF COPYRIGHTED MATERIALS**

The Auburndale School Board endorses the copyright provisions found in the Federal Copyright Law (Title 17, United States Code), which sets the standards for copying print and non-print materials. The following guidelines are provided for all staff members and students so as to enable them to adhere to these provisions.

This policy covers all copyrighted materials used in all District schools including the following:

1. Print and non-print literature; including Internet materials, computer software and other electronic media;
2. Musical and dramatic works; and
3. All audiovisual materials, including electronic copying of broadcast materials.

Under no circumstances shall illegal copies of materials be produced or used within the District.

District owned equipment may not be used to produce or store illegal copies of copyrighted materials.

District employees who violate federal copyright laws are not entitled to legal representation or indemnification under §895.46, Wisconsin Statutes.

Employees who infringe copyrights will be personally responsible. The penalties for infringement of copyright laws include an injunction to stop infringement, payment of actual damages suffered by the copyright owner, an assessment of statutory damages, payment of costs and attorneys' fees, impoundment of copies during the pendency of an infringement suite, and destruction of copies as part of the court's final judgment.

The school administration is directed to provide appropriate notice and inservice education for all staff to gain needed compliance with the provisions of this policy and related rules. The school administration is responsible for enforcing District copyright policy.

Legal Reference: Wisconsin Statutes 895.46  
Federal Copyright Law (U.S. Code – Title 17)

Adopted: July 19, 2006

<http://www.aubschools.com/policies/361.5 - use of copyrighted materials>

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**362.1 - INTERLIBRARY LOAN**

A goal of the School District of Auburndale Library Media Program is to provide students and staff access to a wide range of materials. The School District of Auburndale recognizes that the school library media center may not be able to provide for the information needs of all District's patrons.

In an effort to meet the needs of patrons, students and staff have access to the South Central Library System. The library media specialist may assist staff or students in locating materials. Interlibrary loan requests within the district will be arranged by the library media specialist. The library media specialist will assist staff or students in locating materials. Interlibrary loan material requests shall comply with all the current copyright regulations.

All students and staff will be personally responsible for all materials borrowed. Any fines charged for overdue items and/or the cost of lost or damaged items of the library are the responsibilities of the patron.

Legal Reference: Sections 43.72 Wisconsin Statutes

120.21(1)

120.13(17)

121.02(1)(h)

PI 8.01 (2)(b), Wisconsin Administrative Code

Adopted: January 26, 2005

[http://www.aubschools.com/policies/362.1\\_-\\_interlibrary\\_loan](http://www.aubschools.com/policies/362.1_-_interlibrary_loan)

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**363.11 - MOVIES IN THE CLASSROOM**

The Auburndale Board of Education recognizes the District's responsibility to students and parents that all subject matter be appropriate and in accordance with morality acceptable to any appropriate age. Therefore, the following practice will be adhered to in the selection of movies that will be viewed by the students in a school setting.

Grades PK-3:

May show G rated movies

Grades 4-8:

May show G, PG, and previewed acceptable television edited version movies.

Grades 9-12:

May show G, PG, PG-13, and television edited version movies.

If a teacher wishes to show a movie rated other than listed for their grade level, they will:

1. Notify the building principal.
2. Send letter for parental consent no later than 1 week prior to showing the movie.
3. Teacher will provide pertinent alternate placement/activity for the student who does not have a signed parent consent form.

In addition, all educational movies must fall within the district/subject curriculum. All movies shown to students must also be placed in the teacher's lesson plan.

Adopted: May 16, 2007

[http://www.aubschools.com/policies/363.11\\_-\\_movies\\_in\\_the\\_classroom](http://www.aubschools.com/policies/363.11_-_movies_in_the_classroom)

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**INTERNET SAFETY and ACCEPTABLE USE**

**POLICY 363.2**

The School District of Auburndale offers students access to school computer networks and the Internet. The Internet gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource. The district includes Internet safety instruction within the K-12 curriculum to educate students about appropriate online behavior including interacting with other individuals on social networking websites and building awareness and response to cyber bullying.

Students and parents/guardians are advised that a student's use of a school computer network – including which computers they use, which Internet sites they visit, what e-mail they send and receive and what material they save on the network – shall be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make or any material they save.

Students are responsible for good behavior while using school computer networks just as they are in the classroom or school hallway. In general, school rules for behavior and communications apply to computer uses as well.

Cyber bullying involves the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Any form of cyber bullying is unacceptable and a violation of board policies regarding student conduct and acceptable internet usage.

The use of school computer networks is a privilege, not a right. Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below address specific examples of inappropriate and prohibited conduct, but are not intended to exclude other activities that may result in a forfeiture of computer use privileges.

All use of a school computer network must support learning appropriate for school.

No student may use a school computer network unless a supervising adult is present or the student has prior written permission from a staff member.

No student without an active user account may use a school computer network and no student may log onto the system using someone else's account, even with his/her permission.

A student should primarily use e-mail as part of curricular-based classroom activities under the supervision of a staff member or authorized adult.

No student may agree to meet with someone he/she has "met" online without parent/guardian approval.

No student may share personal information about himself/herself or others on the Internet, including pictures or video, personal passwords, full names, addresses, telephone numbers, social security numbers, or credit card information.

Students may access high-quality Web 2.0 services (such as social networking sites, wikis, podcasts, Rss feeds and blogs) that are approved by a teacher or other professional staff member, meet specific curriculum objectives and are consistent with district curriculum guides.

No student may access or attempt to access any material stored in another user's designated network storage space. No student may access or attempt to access material that is not available using his/her system name and password. No student may access or attempt to access unauthorized areas of the system. No student may access or attempt to access any other user's password.

No student may use a school computer network in such a way as to disrupt or threaten to disrupt the ability of others to use the system. Disruption may but need not include damage to equipment or stored data.

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No student may use a school computer network to bully, send threatening, hateful, harassing, insulting, defamatory, or offensive communications.

No student may use a school computer network to obtain or transmit any material that advocates illegal acts or is defamatory, inaccurate, obscene, child pornography, harmful to minors or otherwise inappropriate.

No student may waste limited network resources, including bandwidth and storage space.

No student may download software.

No student may use a school computer network for illegal or commercial purpose.

No student may engage in off-campus misconduct through the use of technology or electronic devices that endangers the health and safety of students or staff on school premises or under school supervision, or substantially disrupts the educational process.

No student may use technology resources to bully, threaten, or attack another student or staff member or to access and/or set up unauthorized blogs, social networking, or other Web 2.0 sites, including but not limited to My Space.com, Facebook.com or Xanga.com.

Students suspected of inappropriate or prohibited computer use shall be investigated. Students found to have violated the rules above or other school rules governing behavior or communication may lose computer privileges, even if this leaves them unable to complete required assignments. They might also be subject to other discipline including suspension and/or expulsion and/or criminal prosecution. Decisions about punishment and whether to involve the police shall be made by the Principal and District Administrator.

Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parent/guardians need to know that because anyone can publish on the Internet, many Internet sites contain material that is illegal, defamatory, inaccurate, offensive, obscene, child pornography, harmful to minors or otherwise inappropriate. Although it is impossible to eliminate the risk that students might be exposed to such material, the district attempts to reduce a student's risk of exposure to such material by enforcing rules #2 and #11 above, electronically monitoring student computer network use so that students can be held accountable for Internet sites they have visited and filtering Internet traffic coming into its network to restrict access to inappropriate sites.

Despite these risk reducing practices and procedures, determined students might still be able to access inappropriate sites and the School District of Auburndale does not guarantee that such access will be impossible on a school computer network. Ultimately, students are responsible for where they choose to go on the Internet. Parents/guardians who are concerned about risk to their child because of Internet access should contact the child's Principal.

Approved: January 26, 2005

Revised: February 18, 2009

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**INTERNET SAFETY and ACCEPTABLE USE**

**POLICY 363.2 (Exhibit)**

**STUDENT USER AGREEMENT & PARENT PERMISSION FORM**

As a user of the School District of Auburndale computers for Internet access, I hereby agree to comply with the district's Internet Safety and Acceptable Use Policy – communicating over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand that failure to comply with the policy may result in loss of Internet access and other disciplinary or legal actions.

Student Name (printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the Internet via the district network. I understand that this access is designed to enhance the curriculum and learning opportunities for students in the district. I understand that the School District of Auburndale has taken precautions to prevent access to inappropriate or harmful material, however, I recognize it is impossible for the district to control access to all objectionable material or the Internet. Therefore, I accept the responsibility for setting and conveying standards that my son or daughter should follow when selecting, sharing, or exploring information and media on the Internet. I understand that individuals and families may be held liable for actions taken on the Internet and that failure of my son or daughter to comply with the district's Internet Safety and Acceptable Use Policy may result in loss of Internet access and other disciplinary or legal action.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

[Once completed, please return this form to the school office.]

Approved:            January 26, 2005

Revised: February 18, 2009

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**STAFF USE OF THE INTERNET/ELECTRONIC MEDIA**

**POLICY 522.7**

The district provides staff with access to the Internet for the purpose of fulfilling the district's mission of teaching, learning, and public service operations. Staff use of all district computing equipment, software, network and Internet access will be consistent with school board policies and applicable laws. Staff members will be required to sign an agreement agreeing to use district computing equipment, software, network and the Internet in accordance with district policy.

The following uses of the school district system and Internet resources or accounts are considered unacceptable. Staff members will not use the school district system:

To access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.

To transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

To access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

To access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

To knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

To engage in any illegal act or violate any local, state or federal statute or law.

To vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; to tamper with, modify or change the school district system software, hardware or wiring or take action to violate the school district system's security; and in such a way as to disrupt the use of the system by other users.

To gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

To post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

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This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e. communications with parents or other staff members related to students).

Employees creating and posting school-related web pages may include personal contact information about themselves on a web page. However, employees may not post personal contact information or other personally identifiable information about students unless such information is:

classified by the school district as directory information, and verification is made that the school district has not received notice from a parent-guardian or eligible student that such information is not to be designated as directory information;

not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent-guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable information on a school-related web page, employees shall obtain written approval of the content of the postings from the building Principal.

To attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.

To violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

For the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Staff members will not use the school district system to offer or provide goods or services or for product advertisement. Staff members will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

Staff members will be responsible for the supervision of student usage of the Internet in their classroom and will ensure that students have a specific information objective and search strategy in mind before they access the Internet. Staff members will also be responsible for student usage of the Internet whenever the staff member authorizes or allows the student to use the Internet in an unsupervised area.

Parents may reserve the right to request that their minor child not be given access to the Internet. It is the responsibility of the staff member to ensure that those children without signed consent forms on file are not given access to the Internet. These same children will be provided with an alternative assignment to a specific Internet project.

Personal use of the Internet by staff members will be allowed on an occasional basis and during non-school hours in as much as it does not interfere with the educational use, the employees job requirements, or is in violation with the parameters set forth in this policy. However, communications over the network should not be considered private. Network supervisors may

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examine communications in order to ascertain compliance with network guidelines for acceptable use.

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 another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts a safe and positive educational or working environment may be considered cyber bullying. Cyber bullying by students, staff or third parties is prohibited and will not be tolerated in the district.

Legal Ref: Wisconsin Statutes 943.70; 947.0125  
PL 94-553, Federal Copyright Law  
Children's Internet Protection Act  
Neighborhood Children's Internet Protection

Approved: January 26, 2005  
Revised: February 18, 2009

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**STAFF USE OF THE INTERNET/ELECTRONIC MEDIA      POLICY 522.7 (Exhibit)**

**STAFF MEMBER USER AGREEMENT**

I have read, understand, and will abide by the parameters as set forth in Board Policy 522.7 (Staff Use of the Internet/Electronic Media). I agree to follow Board policies and procedures in the use of school district computer equipment, software, network, and Internet access in the performance of my tasks and assignments.

I acknowledge that all E-mail accounts are owned by the district and, therefore, not private and that the District retains the right to review, audit, intercept, access, and disclose all messages created, received or sent over the electronic mail systems as necessary.

I agree to be responsible for any materials, purchases, or any other unauthorized costs incurred through my use of the Internet.

I understand that I will be subject to appropriate disciplinary action in accordance with the policies of the district for misuse of the school district's computers, software, network, and/or Internet access systems. I also understand that if the violation constitutes a criminal offense, legal action will be taken.

Staff Members Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

All staff members of the School District of Auburndale are required to sign this agreement prior to the use of the school district's computers, software, network, and/or Internet access. A signed agreement will be placed in each staff member's personnel file.

Approved:      January 26, 2005

Revised:      February 18, 2009

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**363.3 - TECHNOLOGY CONCERNS FOR STUDENTS WITH SPECIAL NEEDS**

The School District of Auburndale shall provide special education and related services designed to meet the unique needs of each student with a disability, as required by law. Those students having special needs but not requiring a formal IEP according to law, which may include but not limited to migrant students, homeless students, students living with poverty, Limited English Language Learners, will also be considered for assistive technology devices and/or services.

A student's need for services shall be determined on a case by case basis. Assistive technology may be provided as special education, related services, or supplemental aids and services for students with disabilities who are educated in regular classes. The need for assistive technology will be determined by a selected team of school professionals to evaluate student needs, student difficulties, collect and analyze data, identify specific assistive technology needed, and document in student's educational plan. Students not requiring a formal IEP will also be considered for assistive technology, have their needs evaluated, and be provided with appropriate technology tools and a plan.

Adopted: January 26, 2005

[http://www.aubschools.com/policies/363.3 - technology concerns for students with special needs](http://www.aubschools.com/policies/363.3_-_technology_concerns_for_students_with_special_needs)

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**871 - PUBLIC COMPLAINTS ABOUT**

The School District of Auburndale recognizes that district residents may occasionally have concerns and also have the right to express any concerns about the educational programs or materials used in their educational facilities. When citizens have concerns about particular courses or learning materials, these concerns shall be carefully considered and accorded the courtesy of a prompt reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection learning materials.

The intent of the Auburndale Board of Education in authorizing this policy and process is to settle a complaint about educational materials or programs at the lowest possible level. If a satisfactory or acceptable solution is not reached, the issue may be elevated to the next level.

Informal resolution of any materials or program dispute through discussion with the appropriate instructor is always encouraged. Should there be a failure of an informal solution at this stage, the concerned citizen shall be informed of the procedure adopted by the Board of Education. It will be the responsibility of the citizen or citizens to continue the specified process.

Review and appeal processes may be constituted at three levels. All materials and programs may remain in effect during appeal processes.

**Level One: School Review**

The building principal, instructor, and curriculum coordinator will review the material or program in question. A meeting will be held with the concerned citizen or citizens to discuss the concerns and seek a satisfactory solution.

**Level Two: District Office Review**

If the complaint has not been satisfactorily settled at the school building level, the citizen or citizens may proceed with a written appeal to the District Office. The District Administrator and/or designees will consider the materials, particulars of the complaint and desired courses of action through review of the written request. As a part of the consideration at this level, the District Administrator may also choose to meet with the concerned citizen or citizens and appoint an advisory committee or the District Curriculum Committee to also review the options for a conclusion of the complaint.

**Level Three: Board of Education Review**

If the complaint has not been satisfactorily settled at the district office level, the Board of Education shall constitute the final step in the process. The Board shall review the details of the concern and may conduct interviews with all parties pertinent to the material or program in question. The Board may also employ any other resources available in executing a decision.

The decision of the Board is final, unless the concerned citizen or citizens have evidence that a State or Federal Law has been violated, not by the process, but by the existence of the materials or program. In this case, the concerned citizen or citizens may file a written appeal to the Department of Public Instruction within

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30 days of receipt of the Board's decision on the matter.

The School District of Auburndale shall not discriminate in the selection and evaluation of instructional and library materials on the basis of gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Adopted: January 26, 2005

<http://www.aubschools.com/policies/871 - public complaints about>