



Pewamo-Westphalia Community Schools
Staff Technology Use Policy
2024-2025

This policy stands as a source of information for all staff of Pewamo-Westphalia Community Schools regarding their rights and responsibilities concerning the use of technology, both school-issued and provided and that which is personally owned.

The language included below is a synopsis of the official NEOLA policies approved and adopted by the Pewamo-Westphalia Community Schools Board of Education. The official, full-text version of each of these policies can be located on the District website; please take the time to read each specific, full-length policy for your further understanding. To access each policy, please select the link > select 7000 Property on the left menu > select the specific policy number you are learning more about.

[Policy 7440.01 - Video Surveillance](#)

- The video surveillance/electronic monitoring system is not designed or intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

[Policy 7530.02 - Staff Use of Personal Communication Devices](#)

- Cellular and wireless communications, including calls, text messaging, instant messages, and emails sent from PCDs, may not be secure. Therefore, employees should use discretion in relating confidential information, particularly as it relates to students.
- Additionally, cellular/wireless communications, including text messages, instant messages and emails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student.

[Policy 7540 - Technology](#)

- Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, emails and records of their online activity when using the District's computer network and/or Internet connection).

[Policy 7540.01 - Technology Privacy](#)

- The Board retains the right to access and review all Information Resources including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should understand that there is no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Policy 7540.02 - Web Accessibility, Content, Apps, and Services

- Under no circumstances is staff member-created content, apps, and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service for the purpose of conveying information to students and/or parents.
- The District will adhere to the technical standards of compliance identified at pwschools.org. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.
- A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the Technology Director that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA).

Policy 7540.04 - Staff Technology Acceptable Use and Safety

- Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).
- Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, emails, and records of their online activity when using the District's computer network and/or Internet connection).
- Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other staff members.
- Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

Policy 7540.05 - District Issued Staff Email Account

- District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any emails or attachments to emails that originate from unknown sources.
- Emails written by or sent to District staff and Board members by means of their private email account may be public records if the content of the emails concerns District business, or education records if their content includes personally-identifiable information about a student.

Policy 7540.08 - Personal Internet Account Privacy - Staff

- The District will not request an employee or an applicant for employment to grant access to, allow observation of, or disclose information that allows access to or observation of the employee's or applicant's personal internet account.

[Policy 7542 - Access to District Technology Resources and/or Information Resources from Personal Communication Devices](#)

- When an individual connects to and uses the District's Technology and/or Information Resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws.

[Policy 7543 - Utilization of the District's Website and Remote Access to the District's Network](#)

- Board members, District employees, and students are permitted to use their personally owned or District-owned computers or workstations and/or web-enabled devices of any type to remotely access the District's server and thereby connect to the District's network.

[Policy 7545 - Electronic Communications](#)

- The District may require the employee to produce records for review when there is reason to believe that this policy has been violated. Records within the District's control may be reviewed periodically to assure compliance with this policy. This review may include Internet logs, cell phone records, or other similar documentation.

Glossary of Terms

(The full list of words and definitions included in the NEOLA policies may be located [online](#) at Policy 0100 - Definitions)

Whenever the following items are used in these bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving email through the use of District-issued email accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.