TECHNOLOGY ACCEPTABLE USE

Unless otherwise specified, the following policy shall apply equally to all users. Some users may have additional obligations based on the nature of their positions and/or access privileges.

The School District of Rhinelander has a combination of local and wide area networks, linking computers in all District facilities and providing access to other networks. The purpose of the School District of Rhinelander network is to facilitate district-wide technological operations and global communication and to promote instructional innovation by facilitating resource retrieval and information sharing that is consistent with the mission of the School District of Rhinelander and the vision and goals of the Information and Technology Long Range Plan. The network and the messages transmitted and documents created on it are the property of the District. The District will supervise the use of such property.

A copy of the technology use policy and guidelines is available on the district website.
Network

Prior to using the network, all users will be required to sign and/or accept the Acceptable Use Policy (AUP) and to abide by District policies. Any use of the network that accesses outside resources must comply with District policy. The District reserves the right to monitor system use, capacity space and limit user access accordingly.

I.   Monitoring and responsibilities for network (including Internet) usage includes the following:

   A.   The District is responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the network, they will lose their usage privileges. Particular concerns include, but are not limited to, issues of privacy, copyright infringement, misuse of electronic communication, cyberbullying and unapproved use of all networked resources.

   B.   Use of digital information should be credited appropriately as with the use of any copyrighted materials. In some cases, it may be necessary to obtain originator's permission before using materials.

   C.   Users access to and use of the network will be directed and monitored, as are regular educational activities.

   D.   The network is provided for users to facilitate instruction, perform expected job duties, conduct research and communicate with others. Independent access to network service is provided to users who agree to act in a responsible manner. Access entails responsibility.

   E.   Network storage areas may be treated like school lockers. Files and communication will be treated confidentially to the greatest possible extent. However, the Superintendent or his/her designee has the right to monitor the content of these to ensure educational purpose and responsible use is maintained.

II. The School District of Rhinelander makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither the District nor the Internet provider shall be liable for any loss or corruption of data while using online services.

Personal Devices

Users may bring personal devices into the District to access the District wireless network. Personal devices may include laptop computers, cell phones, portable media players, wireless devices, digital cameras, storage devices, or other electronics. The District is not liable for the loss, damage, or misuse of any personal device while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules. Any damage done to district technology or property due to use of personal equipment will become the liability of the owner of the technology.
Legal Reference: Wisconsin State Statutes 120.12, 943.7, 947.0125.

Pursuant to Policy 5518 regarding cell phones, other electronic communication devices, and portable media players, *locker rooms are provided for the use of physical education students, athletes, other activity groups and individuals authorized by the Administration. No cameras, video recorders, cell phone, or other personal devices may be used in locker rooms or rest rooms. No devices may be used to record or transfer images or sound in the locker room or rest room at any time.*

Internet Content Filtering

The School District of Rhinelander utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors and will be in compliance with the Children's Internet Protection Act (CIPA). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and supervision by staff and approved volunteers in monitoring the use of technology. The District reserves the right to block sites that do not enhance educational activities, are not in compliance with CIPA, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Social Media

Social media shall be defined as internet-based applications or websites that turn communication into interactive dialogue between users. Social media includes, but is not limited to blogs, chatrooms, message boards and social networking websites. Examples of social media include but are not limited to Facebook, Myspace and Twitter.

The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the building administrator or designee.

In addition to the education of District students, the term "educational purpose" shall also be interpreted to include the use of social media by staff members to increase public awareness of the District's programs and activities, as well as to promote achievements of staff and students, provided that such use of social media has been approved in advance by the staff member's immediate supervisor.

Staff members' social media content shall be treated as an extension of the classroom and should always meet the high standards of professional discretion. Anything that would be inappropriate in the classroom would also be inappropriate in a staff member's social media content. In addition, staff members should act on the assumption that all content posted to social media applications is in the public domain.

However, personal access and use of social media (i.e. use of social media that does not have an educational purpose) from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

If a staff members engages in personal use of social media application on his or her own time and on any computer or computer network that is not owned or maintained by the District, it shall be that staff member's responsibility to keep all of the staff member's personal social media content, profile, and sites separate from the District approved, education social media content.

All social media contact between staff members and students shall be confined to the District-approved/educational social media sites. Staff members shall not interact with students through the personal social media sites of the staff member. If a student attempts to initiate contact with a staff member through that staff member's personal social media content the staff member shall redirect the student to the District-approved educational social media content.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and potential disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

All staff members are advised that any and all content posted to social media applications pursuant to this policy may constitute a public record for purposes of Wisconsin's public records law. All staff members shall be required to cooperate with the District in archiving content so as to comply with Wisconsin's public records law. No staff member shall be permitted to post any content to social media sites that the District is incapable of archiving.

E-Mail

I.   Electronic Mail, otherwise known as E-Mail, is stored information. It is classified as "discoverable information" (public) and therefore is not confidential. Nothing included in the E-Mail is "off the record". The School District of Rhinelander has the responsibility to guard records and will implement management systems that ensure, as much as possible, that confidentiality and privacy are maintained.

II. Employees, students, and others should use the District's E-Mail primarily for school business and for instructional purposes.

III. Language that may be interpreted as offensive and/or discriminatory should not be included in any online communication.

IV. E-Mail messages should be retained only as long as they serve their purpose and then should be deleted immediately thereafter. Any E-Mail that must be kept over an extended period of time should be archived.

V.   E-Mail attachments will be limited in size and should only be sent if there is an educational or job related purpose.

Please refer to electronic Mail Policy 7540.06

User's Responsibilities

I.   The content and maintenance of a user's network files, storage area, and electronic communications are the user's responsibility. The following general guidelines should be observed:

A.   Use only appropriate language. Do not create or send anything that could not be printed for all to see.
B.   Read and respond only to mail that is intended for you.
C.   Delete or archive messages as soon as you have read and responded to them in order to save network space.
D.   School District of Rhinelander staff should check E-Mail at least once each workday.
E.   Keep files to a minimum. Files should be stored/saved off the network whenever possible.
F.   Files are accessible by persons with system privileges so do not maintain anything private on the network.

Sanctions

I.   Violations may result in disciplinary action and/or loss of access.

II. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior, harassment, violation of copyright laws, or illegal activity.

III. When applicable, law enforcement agencies may be involved.

Security/Passwords

I.   The following security provisions are required:

A.   Users will respect the rights, property, and confidentiality of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
B.   Users will not share their account with anyone or leave the account open or unattended.
C.   Users will keep all accounts and passwords confidential and not accessible to others.
F.   Passwords will be assigned when completed agreement AUF forms are received and changed by the user to their personal password.

Software

The following precautions are required:

I.   The District will take precautions to prevent virus infected software from damaging the network.

II. The illegal installation or copying of copyrighted software or files, for use on District computers, is prohibited.

   A. Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy is the illegal use or possession of copyrighted software and is strictly prohibited.
   B. Single License Software: Single license software shall not be copied to multiple machines or media in violation of the license agreement
   C. Privately Owned Software: Software owned by individuals in the District may be brought into the District under the following conditions:
       1. The software has a documented instructional purpose
       2. User adheres to the licensing agreement for that software.
       3. User has registered the software with the software company.
       4.   User must receive prior approval to utilize personal software from their supervisor.
       5. The user has registered the software with the District's Technology Director and received permission to load the software on one workstation only.
       6. User will exercise professional judgment in the use of software as it correlates to approved curriculum.

I.   The Director of Technology will review the hardware and software requirements as they relate to the ongoing Information and Technology and Literacy Plan. Requests will be evaluated for:
   A. Compatibility with System
   B. Funding Available
   C. Applicability to the District Long Range Information and Technology Literacy Plan
   D. Supports curricular and /or instructional standards and goals

II. Hardware Inventory:
   A. The technology department will maintain an inventory of computers and peripherals.
   B. Technology equipment should not be moved from room to room without notifying the technology department so that an accurate inventory can be maintained.

Professional Development

It is the responsibility of the District to provide professional development opportunities necessary on the use of available technologies, online safety and the integration of information and technology literacy standards into instruction. The School District of Rhinelander will offer professional development opportunities at various ability and interest levels to meet the individual needs of staff members and help them achieve a level of competency.

Furthermore staff members shall provide instruction to their students regarding appropriate technology use, online safety and appropriate online behavior, cyberbullying, copyright laws and the concept of intellectual property and security as specified above.

Revised 10/13/03
Revised 02/19/07
Revised 06/18/12

TECHNOLOGY USE

The District Information and Technology Committee-will be representative of staff throughout the district and comprised of PreK-12 grade educators and administrators.

A. *Users will have an opportunity to participate in up to twenty-four (24) hours of training per year.*

B. *Teachers will have an opportunity to participate in professional development sessions that focus on specific grade levels, curricular content areas, and District strategic goals.*

C. *Termination of Technology Use Due to Resignation, Retirement, or Termination*

Upon the resignation, retirement, or termination of employment with the District, the employee will no longer have access to his/her email account and/or the District's network. If for any reason an employee is re-hired, returns to a District position, or is employed in a long-term substitute capacity, an email account may be created and access to the network may be approved by the Superintendent or his/her designee.

D. *Security*

- *Users will change passwords regularly. Using combinations of letters and numbers is recommended.*
- *Users are responsible for making back-up copies of important files.*
- *It is recommended that individuals use different passwords for each application accessed.*

E. *Purchasing Hardware / Software*

- *Complete Hardware/Software Acquisition Form*
- *Submit form to administrator for approval and designation of funding source.*
- *Submit to Director of Technology.*
- *Technology Department will get quotes.*
- *Return approved request form and quotes back to the requester.*
- *Requester (building administrator) submits a purchase order*

F. *Hardware Inventory*

- *The technology department will maintain an inventory of computers and peripherals.*
- *Technology equipment should not be moved from room to room without notifying the technology department so that an accurate inventory can be maintained.*

SCHOOL DISTRICT OF RHINELANDER
"COMMITTED TO EXCELLENCE"

665 COOLIDGE AVENUE - SUITE B
RHINELANDER, WISCONSIN 54501
Telephone (715) 365-9700
Fax (715) 365-9713

Student Acceptable Use of Technology

Dear Parent(s) / Guardian(s),

The School District of Rhinelander has made a commitment to provide access to technology for students to better prepare them for their future. As part of this commitment, it is imperative that students agree to use this technology responsibly. It is, therefore, necessary to collect important information from you pertaining to technology use for your student(s).

As students are entering grades 4, 6 and 9, the District is asking you and your student(s) to re-submit a newly signed Acceptable Use Form as a means to renew your student's commitment to responsible use of computer technology that is being provided by the School District of Rhinelander.

With a signed Acceptable Use Form on file, the access to technology that student(s) have includes the use of computers and the District network, software applications for classroom/curricular use, and filtered Internet access. E-mail is available for student use in some classrooms.

In addition, we are asking that you read and discuss the attached the School District of Rhinelander Policy 7540, Technology Acceptable Use, with your child(ren).

If you have any questions regarding this letter and/or policy, please contact me at (715)365-9747. Thank you for your assistance with this matter.

Sincerely,

Heidi Catlin
Technology Specialist

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SCHOOL DISTRICT OF RHINELANDER MISSION STATEMENT

To create an environment which provides challenging opportunities for each student to succeed in a changing world.

SCHOOL DISTRICT OF RHINELANDER TECHNOLOGY VISION STATEMENT

It shall be the School District of Rhinelander's vision for the use of technology by students, staff, and community to:

> **provide access to information to better prepare for lifelong learning*
> **enhance productivity in all curricular and administrative areas, and*
> **maximize learning by presenting curriculum in diverse and integrated ways*

Technology resources are valuable. Abuse of technology resources can have a major impact on learning. Computer abuse affects everyone who uses computing facilities. Please be responsible.

1. *All students must accept the District's Acceptable Use Policy.*

2. *District computers must be used conscientiously; they are intended for educational purposes. Misuse or inappropriate use of technology may result in partial or complete loss of access rights to the computers and the network.*

3. *Passwords should never be given to anyone. Do not use another person's password. Do not access or attempt to access anyone else's password or network files.*

4. *Do not change any of the settings used on the computers. This includes such things as colors, patterns, backgrounds and options. Changing these settings can interfere with the normal operations of the computer and is considered vandalism.*

5. *Do not load any programs on the computers or attempt to do so. Do not download programs from the Internet unless authorized to do so by your instructor.*

6. *Keep work areas clean and free of clutter. Put things backs when you are finished with them, including keyboards, mice, and chairs. Do not move any equipment around.*

7. *Report any problems with District technology hardware immediately to your teacher or support staff.*

8. *Print only the work that is related to your assignments. If you wish to print other materials, be sure to check with your instructor first.*

9. *Treat the computers and the network with respect. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm, bypass, or destroy hardware, software, peripheral devices and/or data of another user. Any vandalism will result in the loss of user privileges, disciplinary actions, and/or legal referral.*

10. *Unacceptable use is prohibited. Examples of violations include, but are not limited to:*
    - *Attempting to access another user's computer files without permission.*
    - *Deliberate, unauthorized attempts to access or use District computers, networks, systems, programs or data.*
    - *Unauthorized use of online resources that do not support an educational purpose.*
    - *Copying or attempts to copy software and information that has been copyrighted.*
    - *Attempts to interfere with the performance of the network and its programs.*
    - *Viewing or downloading inappropriate items such as material with references to drugs, alcohol, sex, and/or violence, unless it is directly related to an approved assignment.*
    - *Using any means to avoid scrutiny by teachers of work in progress.*
    - *Using technology to bully students or staff through obscene language, harassment, insulting comments or any other malicious act.*

11. *Users should not expect that files stored on District servers and hard drives will always be private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Software may be installed to monitor student computers.*

12. *Users may bring personal devices into the District to access the District wireless network but all district rules and guidelines must be followed. Any damage done to district technology or property due to use of personal equipment will become the liability of the owner of the technology.*

13. *Personal access and use of social media (i.e. use of social media that does not have an educational purpose) from the District's network is not allowed.*

14. *All social media contact between students and staff members need to be confined to the District-approved/educational social media sites. Students should not interact through the personal social media sites of staff members.*

(See Back for Student Signature)

STUDENT ACCEPTABLE USE FORM

Student Name: _____Grade_____ School_____
             (Last)   *(First)*

I have read and agree to the District Technology Use Policy. I understand that this access is designed for educational purposes. I agree to follow the rules contained in this Policy and to appropriately use the network for educational purposes. I understand that if I violate the rules or misuse my access to the School District's computer network my access privilege may be restricted, suspended or revoked, and I may face other disciplinary and legal actions.

Student Signature_____Date_____

ELEMENTARY TECHNOLOGY RULES
School District of Rhinelander

1. All students must accept the District's Acceptable Use Policy.

2. District computers and the Internet should only be used for school work.

3. If you find an inappropriate website tell your teacher right away.

4. Passwords should never be given to anyone. Do not use another person's password.

5. Do not access, or attempt to access, anyone files on the computer.

6. Do not change any of the settings used on the computers. This includes such things as colors, backgrounds and options.

7. Do not load any programs on the computers. Do not download programs from the Internet unless your teacher asks you to do so.

8. Keep your computer area clean. Put things backs when you are finished with them, including keyboards, mice and chairs. Do not move any equipment around.

9. Tell your teacher if a computer is not working

10. Ask your teacher before you print. You should only print school projects.

11. Treat the computers and the network with respect.

12. Do not give out any personal information about yourself when you are on the Internet. (Name, phone number, address)

13. Teachers can look at any of my saved work on the computer.

14. Unacceptable use is prohibited. Examples of violations include, but are not limited to:

   - Opening other people's work.
   - Giving out personal information
   - Visiting inappropriate websites.
   - Copying other peoples work and saying it is yours.
   - Damaging or changing any of the computers or software programs.
   - Using technology to bully others.

12. If you bring your own device (computer, laptop, ipad, etc.) and access the school's wireless you must follow all computer rules on this device.

13. Students are not allowed to access any personal social media accounts (Facebook, Twitter, My Space, Etc.) from the District's network during the school day.

14. Students should not interact with teachers on their teachers' personal social media sites.

Student Name: _____Grade_____ School_____
         (Last)   *(First)*

I have read and agree to the District Technology Use Policy. I understand that this access is designed for educational purposes. I agree to follow the rules contained in this Policy and to appropriately use the network for educational purposes. I understand that if I violate the rules or misuse my access to the School District's computer network my access privilege may be restricted, suspended or revoked, and I may face other disciplinary and legal actions.

Student Signature_____Date_____

EMPLOYEE ACCEPTABLE USE FORM

*Employee Name*_____*Position*_____

             (Last)   *(First)*

*School or Department*_____

I have read the District Technology Acceptable Use Policy. I agree to follow the rules contained in this Policy and to appropriately use the network in performing my job responsibilities. I understand that if I violate the rules, I may face disciplinary action in accord with District policy and personnel agreements.

*Employee Signature*_____*Date*_____

(Return this form to the Technology Specialist)

SCHOOL DISTRICT OF RHINELANDER MISSION STATEMENT

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SCHOOL DISTRICT OF RHINELANDER TECHNOLOGY VISION STATEMENT

It shall be the School District of Rhinelander's vision for the use of technology by students, staff, and community to:

> **provide access to information to better prepare for lifelong learning*
> **enhance productivity in all curricular and administrative areas, and*
> **maximize learning by presenting curriculum in diverse and integrated ways*

SCHOOL DISTRICT OF RHINELANDER ADMINISTRATIVE TECHNOLOGY VISION STATEMENT

The vision of the School District of Rhinelander Administration shall be to integrate and to enhance the use of internal and external communications and technology, to improve productivity in the management of the organization; and to demonstrate leadership in the use of changing technology to support the District's overall instructional mission.

DISTRICT EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA

Social media has created a complex online environment that has blurred the lines between professional and recreational communication.   Since this confusion of roles has the potential to produce contradictory messages and identities, the School District of Rhinelander advocates a dual-identity social networking strategy for staff interested in social media for professional purposes. A dual-identity social networking strategy clearly distinguishes recreational social media use from professional social media use by creating separate accounts for each purpose. Therefore, all district-related social networking use must take place on a separate professional account. Likewise, all non-teaching related social networking use must take place on a separate, recreational social networking account.

Recreational Social Media Account
Definition
A recreational social media account is a profile that is used to network for personal purposes such as keeping in touch with friends, creating online photo albums of non-teaching related events, or other personal, social activities. A recreational social media account is not affiliated with the School District of Rhinelander in any way.

Guidelines
- *Teachers are encouraged not to Friend current students with their social accounts*
- *Teachers should not create a Fan Page for organizations, clubs, or classes with their personal account*
- *Teachers should be aware of privacy settings and are encouraged to set them, keeping in mind that as public employees we are held to professional standards.*

Professional Social Media Account
Definition
A professional social media account is a profile that is created for the sole purpose of accomplishing teaching-related tasks such as communicating school-related information to parents and students. A professional social media account is a direct extension of the School District of Rhinelander, and therefore, the professional profile must adhere to all district guidelines for online publication.

Guidelines
- *Teachers may choose to Friend current students and parents. Teachers who choose to Friend current students must understand that in this online environment, they are still considered a mandated reporter.*
- *All communication between students and parents via the professional social media account must directly related to professional, school-related business; a professional social media account is an online extension of a district employee*
- *Communication between students and parents needs to be in a medium that can be documented.*

Documented Communication Tools
- *Wall Posts*
- *Discussion Forums*
- *Inbox Message*
- *Email*
- *Public Tweets*

Undocumented Communication Tools
- *Chat/Instant Message*
- *Teachers may create a Fan Page for organizations, clubs, or classes using their professional email address.*
- *All content posted on school-related pages must adhere to School District of Rhinelander guidelines for online publication. (Student Publications and Productions Policy 5722)*

School District of Rhinelander Web Page Procedures

<u>**World Wide Web Page Creation Guidelines**</u>

The availability of Internet access in the School District of Rhinelander provides an educational opportunity for students and staff to contribute to the School District of Rhinelander's website. It also provides instructional resources for staff and students.

Communication with parents is a district priority, as is providing quality resources and real world experiences for our students. Individual classrooms and programs are encouraged to have websites if the teachers/coordinator of the participating groups takes responsibility for the information.

The creation of a web page provides a means of communication for the purpose of sharing information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission.

The District Web Master (as appointed by the Technology Director) will help staff members create web pages linked from the District website. Creators of web pages need to familiarize themselves with - and practice - the following guidelines and responsibilities, or pages may not be published.

Content Standards:
All materials placed on the District website must be in accordance with School District of Rhinelander Policy 7540, Technology Appropriate Use. Website content is the property of the school district rather than of any individual.

Building administrators will be informed when teachers in their building create their own websites so that they have an opportunity to review them.

Goals of Web Site Creation:
- *Each building's website introduces visitors to the school. It should provide information regarding the school's mission, offerings to children, and other things that would be of interest to parents and community members.*
- *The building site contains links to other sites on the Internet that support the curriculum and provide resources to those viewing the site.*
- *The site offers an opportunity for the publishing of students' works to both a local and global audience (i.e. art, music, or writing, etc.).*
- *The page supports the District's curricular and activity goals.*

Subject Matter:
All subject matter on the District website and their links must relate to curriculum and instruction, school-authorized activities, or information about the School District of Rhinelander. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. The District's website can only be linked to personal web pages if they are educationally beneficial to students and staff.

Quality:
All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material (i.e. material that does not meet the standards for instructional resources specified in other related district guidelines).

Safeguards:
While district policies and related statutes pertaining to "directory information" may allow the release of some personal data about students, the district has chosen to establish the following guidelines:
- *Decisions on publishing individual student pictures (digitized or video) are based on the teacher's judgment and required signed permission of the parent or guardian.*
- *Group pictures shall not individually identify students.*

- *Students whose parents or guardians have not given permission to be photographed should not be included in group photos.*
- *Documents shall include only the first name of the student.*
- *Documents shall not include a student's home phone number, address, or the last names of other family members or friends.*
- *Names, work phone numbers, and work e-mail addresses of staff are public information and may be published on the District website.*
- *Staff photos may be published on the District website with staff permission.*

Policies:
The following additional policies apply to electronic transmission:
- *No unlawful copies of copyrighted material may be produced or transmitted via the District's equipment, including its web server.*
- *All communications via the district web pages must have no offensive content. This includes religious, racial, and sexual harassment, violence, and profanity.*

Technical Standards:
In the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance, the following technical standards are established for all School District of Rhinelander web pages. Each web page added to the district website must contain certain common elements:
- *The main page of a teacher's website will be a profile page that includes their name, email address, phone number and position.*
- *There must be a link on the main page that returns the user to appropriate points in the District pages. This would normally be a return to the District home page.*
- *The web page creator will use District software for the web page construction.*
- *The web page creator will avoid using large graphics, distracting animations, tiled backgrounds, dark color combinations, or other features that will distract the reader and cause the site to download slowly.*
- *The authorized staff member will edit and make sure that the page(s) is/are free from errors. In addition, the staff member will assume responsibility for updating the page and links as needed.*
- *All published pages must have content. Pages may not contain links to other pages that are not yet completed.*
- *All major web page updates and revisions will be coordinated through the District Web Master and/or the Technology Director.*
- *Whenever possible, video files should utilize education video servers for hosting purposes, graphics should be compressed or re-sized, and documents created by user specific software should be uploaded in Portable Document Format (PDF).*

Revision of Guidelines:
These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District of Rhinelander. Due to the need for frequent changes, the Superintendent of Schools may approve necessary changes and report these changes to the Board.