

**Procedures: Acceptable Use of Electronic Resources & Internet Safety**

**General Information**

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. The policy complies with the statutory requirements of the Children’s Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of district electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors. The internet provides access to information resources and people all over the world. However, the internet also provides access to material that may be considered inappropriate in the context of the school setting. In a global network it is impossible to control all materials. Appropriate use of these resources depends upon the proper conduct of the users who must adhere to strict guidelines.

Access to electronic resources including the Internet will be available to community, students and staff who agree to act in a considerate and responsible manner and abide by the requirements of the policy.

Violation of the policy and the procedures developed in accordance with the policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

**Superintendent Responsibilities**

The Superintendent or his or her designee shall ensure that the district, as part of its implementation of the policy, is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Administrative procedures developed under the policy shall include provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in District electronic resources.

**Administrative Responsibilities**

The principal or designee will serve as the building-level coordinator for use of the electronic resources including hardware, software and the Internet and will develop building-level procedures necessary to implement the policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process.

**Staff Responsibilities**

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The principal or designee will develop and disseminate staff supervision guidelines for their respective schools. Student electronic records are confidential and should be treated like all other student records.

## **User Responsibilities**

During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes but is not limited to use of the system for classroom activities, which may involve e-mail or electronic communication, career development, and curriculum driven research.

The school may provide e-mail access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities or other pre-approved uses).

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

Students and staff may access the school's electronic resources for limited personal use. Limited personal use of the district's electronic resources including the Internet shall be allowed if the use:

- imposes no tangible cost to the district;
- does not unduly burden the district's electronic resources;
- occurs during non-instructional time and does not impede other student or staff access for educational purposes; and
- does not violate the policy.

Users will respect the rights of copyright owners and will not plagiarize works they find on the district electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the school's system are private. Users will be fully and regularly informed about the school's supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the district deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

## **Parental Notification and Responsibility**

Each school will provide written notice (annually) to parents/guardians about student use of district electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the district. Parents/guardians must sign an agreement to allow their child(ren) (all students 18 years of age or older must sign their own agreement) to access district electronic resources including the Internet and return this agreement to the school before access will be granted.

## **Limitation/Disclaimer of Liability**

The district is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The district is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the district's electronic resources network including the Internet.

The district is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

## **Due Process/Disciplinary Procedures**

In the event there is an allegation that a user has violated the policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy.

Alleged violations of the policy will be pursued in accordance with the appropriate disciplinary procedures for staff. Information Technology personnel may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. At the direction of the appropriate authority, Information Technology personnel are authorized to investigate alleged violations.

Community members will be denied access to the network and could face legal investigation if applicable.

Notice of violations of the policy shall be forwarded to the principal to evaluate compliance with the policy and the appropriate implementation procedures.

### **Reporting**

If an individual has observed or otherwise is aware of a violation of the policy, he or she may report any evidence to the District Administrator, or to the Superintendent or their designee. The administrator may investigate the allegations and if appropriate they will refer the matter to disciplinary and/or law enforcement authorities.

### **Legal Liability for Unlawful Use**

In addition to District discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.

### **Appeals**

Users found in violation of the policy may appeal or request reconsideration of any imposed disciplinary action through the grievance procedure or through the Superintendent.