

7308P Internet Guidelines, Terms, and Conditions

1. General Use of District Computers

A. Authorized personnel and students may use District computers and use District means to access the Internet only for activities related to the school curriculum and co-curricular activities sponsored by the District, for research consistent with the District's educational objectives, and for administrative housekeeping. Use of District computers or means for any non-curricular activities not sponsored by the District is prohibited.

B. While the District encourages placement of its work product on the Internet, personnel shall not load it onto the network or Internet without prior approval from the Superintendent or his/her designee. Examples of materials constituting District work product include, but are not limited to: District curriculum, District test or examination materials, department guidelines and/or procedures, parent/student handbooks, personnel handbooks, District publications and brochures, school newspaper, school yearbook, District policies and administrative regulations/procedures and information published on the District's web site.

C. Personnel shall maintain confidentiality of student records in their use of

District computers. Confidential student information should not be loaded onto the network where unauthorized access to such information may be obtained. Student work shall not be loaded into the District's network or "published" on the Internet without prior written consent from both the student and the parent/guardian.

D. As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers or District means of access, personnel and students shall consent to monitoring and inspection by school administration of personnel and students use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by personnel and students and all materials accessed, uploaded, installed, downloaded or transmitted by personnel and students. Personnel and students will therefore make all passwords available to the District to facilitate said monitoring.

E. Personnel and students shall provide their passwords to the system administrator.

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F. Personnel and students shall not modify, install, upload or download software without school authorization. In particular, personnel and students shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in District computers or the District's computer system.

G. Personnel and students shall not use the District's computer network or District means of access to the Internet for any illegal or inappropriate activities, including, but not limited to, "hacking," intentionally introducing destructive programs (e.g., virus, worm, spy ware, etc.); unauthorized loading of programs; copyright and license violations, unauthorized access to or unauthorized use of databases, unauthorized loading, access to or use of material that is obscene, child pornography, or deemed harmful to minors, or participation in other Internet activities where personnel and students maintain or are otherwise identified on any Internet site depicting illegal or inappropriate behavior.

H. Personnel and students shall monitor student use of computers to confirm that technology protection measures are in place that block or filter Internet access to materials that are obscene, child pornography, or harmful to minors. If personnel detect that such protection measures are not in place or are not functioning properly, personnel shall immediately notify the system administrator.

I. Although the District reserves the right to monitor its computer network for improper and illegal activity, it is impracticable for the School District to do so at all times. Therefore, employees and students shall be solely responsible for any improper or illegal activity and/or transaction resulting from the employee's or student's use of the District's computer network. The School District does not condone, authorize or approve of use of the District's computer network for any activity which is not related to the school curriculum or co-curricular activities sponsored by the District.

J. Personnel and students shall not use the District's computer network for personal financial or commercial gain.

K. Use of the District's electronic mail communication, network and access to and use of the Internet on District computers or District means of access to the Internet is a privilege, not a right. Staff members and students who abuse the privilege by engaging include suspension or loss of the privilege and denial of access to the network, Internet and/or the District's electronic mail communications.

L. The School District shall provide education to all of its students about inappropriate online behavior, including: interacting with other individuals in email communication, text messaging, on social networking websites, and in chat rooms; cyberbullying awareness; and, responses to cyberbullying. The Administration shall develop the curriculum for such education.

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2. Use of Electronic Mail Communication

A. Electronic mail communication shall be used for educational or work purposes

only. Personnel and students shall not be allowed to use the District's electronic mail communication for anonymous messages or communications unrelated to the school program. Personnel and students shall not use electronic mail communication to create, communicate, repeat or otherwise convey or receive personally identifiable student information (the disclosure of which is unauthorized), any message or information which is illegal, indecent, obscene, harmful to minors, inappropriate for minors, child pornography, defamatory, likely to constitute harassment of another staff member, student or any other individual, likely to cause disruption in schools, or is otherwise inconsistent with the District's curriculum and educational mission.

B. Staff members shall respect the privacy rights of others and shall not attempt to access any electronic mail communications directed to them or intended to be received by them.

3. Consequences of Improper or Prohibited Use of District Computers or District Means of Access to the Internet

Improper or prohibited use of District computers or District means of access to the Internet will result in discipline up to and including dismissal. Criminal conduct will be referred to law enforcement authorities.

Adopted: March 19, 2002 and November 19, 2013

Revised: October 17, 2006; April 3, 2012

Replaces: IGBC – Internet Use

Reference: *Children's Internet Protection Act*, Public Law 106-554, December, 2000.