

The following document is from:

## ***Safe and Responsible Use of the Internet: A Guide for Educators***

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## ***Part IV. Planning and Implementation Documents***

### ***4. District Internet Use Regulations***

#### **A. Educational Purpose**

1. The district's Internet system has a limited educational purpose.

- a. The term "educational purpose" includes use of the system for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
- b. Schools may designate limited periods of time as "open access," providing students and staff the opportunity to use the Internet for non-educational or entertainment purposes. Such use must not interfere with the educational purpose of the system and must be in accord with the provisions of the district policy and regulations.
- c. Students may not use the system for personal commercial purposes, including offering or purchasing products or services. Staff may use the system for personal commercial purposes if such use is limited.
- d. Users may not use the system for lobbying activities, as defined under (statute prohibiting use of public funds for lobbying). This provision shall not limit the use of the system by students or staff for the purposes of communicating with elected representatives or expressing views on political issues.
- e. Staff may use the district Internet system for communications related to collective bargaining and union organizational activities.

## **B. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any unlawful activities conducted through the District Internet system.
2. User access to the District Internet system will require the use of an account name and password to enable individual users to be identified. *Option: "Elementary students may use the Internet through a classroom user account and password."*
3. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
4. Employee violations of this policy will be handled in accord with District policy and the collective bargaining agreement.
5. Notice of student or staff violation of this policy shall be forwarded to the (name of committee) to facilitate evaluation of the policy and the implementation strategies.

## **C. Promoting the Effective Educational Use of the Internet**

1. The district will provide professional development opportunities for teachers in the effective use of the Internet for instructional purposes, disseminate Internet-based lesson plans, provide technical and instructional support.
2. The district will establish a district web site that will facilitate and promote the effective use of the Internet for educational purposes and reduce the potential of student access to inappropriate material. The web site will provide access to materials that have been prescreened by educators and other professionals to ensure the appropriateness of the material for educational purposes.
3. Teachers will be encouraged and supported in the creation of classroom web sites that will direct students to sites with information that is pertinent to current studies. All sites linked to through the classroom web site should be prescreened by the teacher to ensure such sites are appropriate in light of the age of the student and the relevant to the course objectives.
4. The district and teachers will seek to limit student exposure to commercial advertising and product promotion, especially advertising or promotion of youth-oriented products and services, in the development of the district or classroom web sites or other assignments utilizing the Internet.
  - a. Sites with extensive commercial advertising may be included on the district or classroom web sites or designated as a required or recommended sites only if there is a compelling educational reason for such selection
  - b. Teachers may make use of high-quality, unbiased online educational materials that have been produced with corporate sponsorship. District educators may not make use of educational materials that have been developed primarily for purpose of promoting a company and/or its products or services.
5. For students at the elementary school level, access to information on the web will be generally be limited to access available through the district web site or through classroom web sites. Any access to material outside of such prescreened sites must be closely supervised by the teacher.
6. For students at the secondary school level, access to information on the web should generally be through the district web site or through classroom web sites. Students may access sites outside of the district or classroom web site in a manner prescribed by their school.
7. Teachers may download information from the web that is necessary for classroom instructional purposes and provide this information to students who do not have Internet access. This information may be provided either in hard-copy form or through a computer system without live access to the Internet.

## **D. Protections Against Access to Inappropriate Material**

### 1. Inappropriate material.

- a. The District has identified the following types of material as Prohibited, Restricted, and Limited Access Material.
  - i. **Prohibited Material.** Prohibited Material may not be accessed by the students or staff at any time, for any purpose. This material includes material that is obscene, child pornography, material that is considered harmful to minors, as defined by the Children's Internet Protection Act. The district designated the following types of materials as Prohibited: Obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
  - ii. **Restricted Material.** Material that is Restricted may not be accessed by elementary or middle school students at any time for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teachers or by staff for legitimate research or professional development purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco , hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the school.
  - iii. **Limited Access Material.** Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.
- b. If a user inadvertently accesses material that is considered Prohibited or Restricted, he/she should immediately disclose the inadvertent access in a manner specified by their school. This will protect the user against an allegation that they have intentionally violated the policy.

- c. The determination of whether material is Prohibited, Restricted, or Non-educational shall be based on the content of the material and the intended use of the material, not on the protective actions of the Technology Protection Measure. The fact that the Technology Protection Measure has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access. The fact that the Technology Protection Measure has protected access to certain material shall not create the presumption that the material is inappropriate for users to access.
  2. Technology Protection Measure(s).
    - a. The District has selected a Technology Protection Measure(s) for use with the District Internet system and has specified the manner in which the Technology Protection measure will be configured. This selection and configuration is described in full in Exhibit A. The Technology Protection Measure will always be configured to protect against access to material that is obscene, child pornography, and material that is harmful to minors, as defined by the Children's Online Protection Act. The district or individual schools may, from time to time, reconfigure the Technology Protection Measure to best meet the educational needs of the district or schools and address the safety needs of the students.
    - b. The District Safety and Responsible Use Committee will conduct an annual analysis of the effectiveness of the selected Technology Protection Measure and make recommendations to the Superintendent regarding the selection and configuration of such measure.
    - c. The Technology Protection Measure may not be disabled at any time that students may be using the district Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Technology Protection Measure may be disabled during non-student-use time for system administrative purposes.
  3. Substitute teachers must be specifically certified to instruct in classrooms where students are accessing the Internet. Certification requirements will ensure that substitute teachers have a standard level of technical proficiency and understand Internet safety and responsible use issues, this policy, and the obligations related to supervision of students in their use of the Internet. Student teachers must be certified to instruct in classrooms where students are accessing the Internet, unless under the direct supervision of their cooperating teacher.

#### **E. Supervision, Monitoring, Search and Seizure, and Retention of Records**

1. Student use of the district Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. The building administrator, or his/her designee, will develop and disseminate staff supervision requirements for their respective schools. Computers used by students in classrooms and labs will be positioned to facilitate effective staff supervision.
2. The district will monitor use of the Internet through a regular analysis of Internet usage as described in Exhibit A. Individual schools may implement any additional monitoring systems desired.
3. Users have a limited privacy expectations in the contents of their personal files and records of their online activity while on the district system. Users will be fully and regularly informed about the district's supervision and monitoring activities and the limitations on their privacy that are a result of such supervision and monitoring.
4. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating district policy, regulations, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated district policy, regulations, or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. Individual search of user's e-mail must be approved by a district administrator responsible for supervision of the student or staff or by the superintendent or his/her designee. In the event an individualized search is conducted, a record will be established detailing the reason for the search, the extent of the search, and the results.
5. The superintendent, or his/her designee, will implement a Internet records retention system that is in accord with (*input*), the state public records law. Internet records that are not subject to retention will be destroyed on a regular basis. Staff will be regularly informed that the contents of their personal files may be discoverable under state public records laws.

#### **F. Safety and Security of Students When Using Direct Electronic Communication**

1. The district will provide e-mail access for students and staff.
  - a. Elementary students may use e-mail through classroom accounts or accounts where the teacher has full access to all communication. Secondary students may establish individual e-mail accounts to serve an educational purpose. Student accounts will be established with a username that will protect the personal identity of the student.
  - b. Staff will be provided with individual account *Option: "and will have dial-up access to the District's Internet system."* Staff will use a signature file that identifies who they are and their position with the district.

- c. Students may not establish or access web-based e-mail accounts on commercial services through the district Internet system unless such accounts have been approved for use by the individual school.
  - d. Excessive use of e-mail by a student may raise a reasonable suspicion that the student is using electronic mail in violation of this policy.
2. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the district or individual school.

## **G. Unlawful, Unauthorized, and Inappropriate Activities**

### 1. Unlawful Activities

- a. Users will not attempt to gain unauthorized access to the District Internet system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District Internet system to engage in any other unlawful act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

### 2. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### 3. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet.
- b. Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet.

## **H. System Security and Resource Limits**

### 1. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account, including protecting the privacy of their password.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

### 2. Resource Limits.

- a. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- b. Users will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
- c. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

- d. Users will subscribe only to approved high quality discussion groups that are relevant to their education or professional/career development.
- e. Excessive use of the district Internet system may raise a reasonable suspicion that the student is using the system in violation of district policy and regulations.

### **I. Protection of Student Confidentiality and Privacy**

1. All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.
2. Staff transmission of student confidential information via e-mail must be in compliance with all federal and state student privacy laws.
  - a. E-mail transmission will be utilized only when the circumstances justify the need for immediacy in the transmission of information.
  - b. The "subject line" of the e-mail should provide an indication that the e-mail contains confidential student information.
  - c. A hard copy of any e-mail containing student confidential information will be retained in accord with District student records retention requirements.
3. Teachers will ensure the protection of student personal information when establishing any relationship with a third-party site or system.
  - a. Teachers may require, encourage, or allow students to provide establish individual accounts on a third party site or system only under the following circumstances:
    - i. The establishment of the account is necessary to achieve identified educational purpose.
    - ii. There is no commercial advertising for youth interest products or services on the third party system.
    - iii. Student personal information and student use data will not be collected, analyzed and/or used for commercial advertising or marketing purposes.
    - iv. A minimum amount of non-identifying information is collected for the purpose of establishing the account.

- v. The third party system has committed to maintain the privacy of any information provided.
  - vi. The third party system provides a process by which a parent may access, review, and remove their child's account information.
- b. Signed parental permission must be obtained prior to the establishment of the student account. Notice to the parent about proposed student accounts on third party systems must include the following information:
- i. The name, URL, and privacy policy of the third party system.
  - ii. Description of the educational purpose for the establishment of the account.
  - iii. The period of time for which the account will be established.
  - iv. Information on how they can access their child's records on the third party site.
2. Collection, Analysis, and/or Sale of Student Use Data for Commercial Purposes. The district may not enter into any agreement with a third party supplier of Internet-related services if the third party service provider intends to collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of evaluation and improvement of the educational site is acceptable.
3. Privacy and Communication Safety Standards. Students will abide by the following privacy and communication safety standards when using the district Internet system, including use of electronic communications and the web.
- a. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.
  - b. Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
  - c. High school students will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.

- d. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
  - e. Students will not agree to meet with someone they have met online without their parent's approval and participation.
  - f. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
4. The following provisions address the disclosure of student information, posting student-created material, and posting pictures of students on the District web site. Parents must approve such disclosure and posting.
- a. For students in elementary and middle school, the following standards apply: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification.
  - b. For students in high school, parents may approve either the elementary/middle school standards or the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student posted work will contain the student's copyright notice including the student's name.

## **J. Copyright Management**

1. The district will respect the copyright rights of students and staff.
  - a. Students own the copyright to their creative works, including works created using district resources. The Internet agreement signed by parents will include a request for permission from parents to post student work on the Internet. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student(s).
  - b. District Staff own the copyright to works created outside of the scope of their employment responsibilities and without the use of district resources. District staff may post such work on the district web site to facilitate access by students and/or staff. Notice of such posting and claim of ownership must be provided (*to*

- whom*). By posting such work to the district's web site, the staff member will grant an non-exclusive license or permission for any staff or student within the district to freely use such work.
- c. The district shall own the copyright on any works created by district staff within the scope of their employment responsibilities.
2. The district will promote respect for the copyright rights of others.
    - a. The district will provide instruction to staff and students on their rights and responsibilities with respect to the copyright ownership rights of others.
    - b. No material may be disseminated through the district Internet system or posted on the district Internet site unless that material is original, in the public domain, used in accord with the fair use provisions of the copyright law, or is disseminated or posted with permission of the copyright owner.

#### **K. District Web Site Regulations**

1. District Web Site.
  - a. The district will establish a district web site. Material appropriate for placement of the district web site includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the district web site.
  - b. The Superintendent will designate a district web publisher, responsible for maintaining the official district web site and monitoring all district web activity. The web publisher will develop style and content guidelines for official district and school web materials and develop procedure for the placement and removal of such material. All official district material originating from the district posted on the district web site must be approved through a process established by the district web publisher.
  - c. All new district web site and all school, class, and distance education materials will be fully compliant with disability information technology access standards. The district will develop a plan to revise all existing web site material to achieve compliance with access standards.
2. School Web Pages. The building principal will designate a school web publisher, responsible for managing the school web site and monitoring class, teacher, student, and extracurricular web pages. All official material originating from the school will be consistent with the district style and content guidelines and approved through a

process established by the school web publisher. The school web publisher will develop additional guidelines and placement processes for the school web site.

3. **Teacher or Classroom Web Pages.** Teachers may establish web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.
4. **Non-instructional Staff Web Pages.** Non-instructional staff may develop web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.
5. **Student Web Pages.**
  - a. Students may create a web site as part of a class activity. Material presented on a student class activity web page must meet the educational objectives of the class activity.
  - b. With the approval of the building principal or web publisher, students may establish personal web pages. Material presented in the student's personal web site must be related to the student's educational and career preparation activities.
  - c. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Student Internet Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
  - d. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the district.
  - e. Student web pages will be removed at the end of the school year unless special arrangements are made.
6. **Extracurricular Organization Web Pages.**
  - a. With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.

- b. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the district.

## 7. Web Page Requirements

- a. All Internet Use Policy provisions, including those addressing inappropriate language, privacy, and copyright, will govern material placed on the district web site.
- b. Web pages shall not contain the identification information or pictures of the student or student work unless such provision has been approved by the student's parents/guardians.
- c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- d. All web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.
- e. All web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
- f. Users should retain a back-up copy of their web pages.

## 8. Web Site Concerns

- a. The district web site and each School web page will have a "Web Site Concerns" link. This link will take the reader to a page that provides the following information:

"XYZ District seeks to ensure that all materials placed on the district or school web sites are placed in accord with copyright law and do not infringe on the rights of or harm others in any way. To accomplish this we are taking three steps:

- We have a provisions in our Internet Use Policy that address copyright, defamation, harassment, invasion of privacy, and other harmful speech. <link to policy>
- We have established web site management procedures to review materials prior to their placement on the web site. <link to procedures>
- We will promptly respond to any issues of concern . If you have a concern about material placed on our web site, please contact us. <link to e-mail to an

administrator who has the responsibility of promptly responding to any complaint>