

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***

### ***5. Student Internet Use Policy***

This document sets forth the rights and responsibilities for students under the District's Internet Safe and Responsible Use Policy and Regulations.

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

1. The district Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the district Internet system.
3. You may not use the district Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district Internet system.
4. You may not use the district Internet system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

## **B. Access to Materials**

1. You will not use the district Internet system to access material in violation of the following standards:
  - a. **Prohibited Material.** Prohibited Material may not be accessed at any time, for any purpose. 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.
  - b. **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. 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.

- c. **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.
2. If you mistakenly access inappropriate information, you should immediately disclose this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this Policy.
3. The district has installed a Technology Protection Measure to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection measure.

### **C. Privacy and Communication Safety Requirements**

1. Personal contact information includes the your name together with other information that would allow an individual to locate you, including, but not limited to, your parent's name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you will not disclose your full name or any other personal contact information for any purpose.
3. If you are a high school student, you 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.
4. You will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. You will not forward a message that was sent to them privately without permission of the person who sent them the message.
5. You will not agree to meet with someone they have met online without your parent's approval and participation.
6. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

### **D. Unlawful, Unauthorized, and Inappropriate Uses and Activities**

## **1. Unlawful Activities**

- a. You will not attempt to gain unauthorized access to the district Internet system or to any other computer system through the district Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. You will not make deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by any other means.
- c. You 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. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

## **3. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs

when you inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If you have questions ask a teacher.

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

### **1. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

### **2. Resource Limits.**

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. You will not download large files unless absolutely necessary. If necessary, you 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 your personal computer.
- c. You will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to approved high quality discussion groups that are relevant to your education or career development.
- f. Excessive use of the district Internet system may raise a reasonable suspicion that you are using the system in violation of district policy and regulations.

## **F. Your Rights and Expectations**

### **1. Free Speech**

Your right to free speech and access to information applies to your use of the Internet. The district may restrict access to materials for valid educational reasons. The district will not restrict your access to information and ideas based on viewpoint discrimination. The district Internet system is considered a limited public forum. The district may restrict student speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

## **2. Copyright**

You own the copyright to works that you create in school or for a class assignment. If the work is created jointly, each student will have joint ownership of the copyright. You and your parent/guardian must agree to post your work on the district web site. Your work should be posted with your copyright notice.

## **3. Privacy**

- a. You should expect only limited privacy in the contents of your personal files on the district Internet system and records of your online activity. All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities you engage in using the district Internet system.
- b. Routine maintenance and monitoring of the district Internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- c. Your parents have the right to request to see the contents of personal computer and e-mail files at any time.

## **4. Due Process**

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the district Internet system.
- b. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the district Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.

- c. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of your Internet.

### **G. Limitation of Liability**

1. The district will not guarantee that the functions or services provided through the District Internet service will be without error. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. You may only use the system if your parents have signed a disclaimer of claims for damages against the District.