

CODE NO. CAL  R1 TITLE

SERIES  SERIES TITLE

DATE ADOPTED  DATE REVIEWED  DATE REVISED

LEGAL REFERENCE

CROSS REFERENCE

CROSS REF TITLE

BODY

- I. Responsibility for Internet Appropriate Use.
  - A. The authority for appropriate use of electronic Internet resources is delegated to district employees. For the purpose of this policy, the following definitions apply:

The Internet is a collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

A student is any non-district employee utilizing computer network/Internet resources.
  - B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
  - C. Employees are expected to practice and enforce appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
  - D. The District does not assume liability for any user's incurred costs or illegal utilization.
- II. Internet Access.
  - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued as deemed appropriate for educational purposes.
    - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
    - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
    - 3. The smooth operation of the network relies upon the proper conduct of the end users who

must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet - Parents shall grant permission for their student to use the Internet using the prescribed form.

IV. Student Use of Internet.

- A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette.
  1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  2. Students should adhere to on-line protocol:
    - a. Respect all copyright and license agreements.
    - b. Cite all quotes, references and sources.
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  3. Student access for electronic mail will be through the district domain. Students should adhere to the following guidelines:
    - a. Others may be able to read or access the mail so private messages should not be sent.
    - b. Delete unwanted messages immediately.
    - c. Use of objectionable language is prohibited.
    - d. Always sign messages.
    - e. Always acknowledge receipt of a document or file.
- C. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school

activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet shall be subject to the appropriate action described in student handbooks.

#### Other Technology Issues

The Board of Education prohibits students from socializing with staff outside of school on social networking websites, including but not limited to MySpace, Facebook, Twitter, or other similar websites. All students who participate in social networking websites shall not post any District data, documents, photographs, or other District owned or created information on any website. Further, the posting of any private or confidential District data is strictly prohibited. Students may not post video or photographs of staff members that may negatively impact or disrupt the educational environment in the school. Students who violate this policy may face discipline, in line with other Board policies and acceptable use agreement, as applicable.

Nothing in this policy prohibits students from the use of approved educational websites if such sites are used solely for educational purposes. Access for social networking websites for individual use at school is prohibited.

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BODY

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued as deemed appropriate for educational purposes. If a student already has an electronic mail address, the student may, with permission of the supervising teacher be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the polices and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the district domain. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail, so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name

Grade

School

Date

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

CODE NO. CAL	605.6	TITLE	Internet - Appropriate Use
SERIES	600	SERIES TITLE	EDUCATIONAL PROGRAM
DATE ADOPTED	1/15/1996	DATE REVIEWED	2/16/2009
		DATE REVISED	3/16/2009
LEGAL REFERENCE	Iowa Code 279.8 (2007)		
605.6			
	CROSS REFERENCE	CROSS REF TITLE	
	502	Student Rights and Responsibilities	
	506	Student Records	
	605.5	School Library	
BODY			

### Access

A board policy and regulations first needs to remind students that access to the Internet is a privilege and not a right. The privilege can, and will, be taken away for violation of the policy and regulations. Boards need to determine when students will have access. Issues to consider include:

- during class time only;
- during the school day when the student is not in class;
- after school hours, and if so, the hours of use.

Another issue to be determined is how access will be provided to students. Issues to consider include:

- students will have access only through their teachers;
- students will have individual accounts;
- students will have individual E-mail addresses.

The next issue is what type of access students will be given. Software packages or applications are available for purchase which will lock out certain subjects. Issues to consider include:

- freedom once on the Internet;
- topics and subjects that are off limits (i.e. pornography).

Another access issue is whether students will need parental permission to use the Internet. It is recommended that boards notify parents that students will be using the Internet, but the individual board may determine whether a parental permission slip will be required. School districts can use a special notification form for use of the Internet or can include the notice in the standard school district notices given annually in the parent/student handbook or another source. See Policy 605.7E1 for a sample notice and permission slip.

### Control

The board needs to determine what level of control the school district will exercise over students. Once a student has access to areas on the Internet, to what level will the school district attempt to control the student's activities? For example, will elementary students have access to violent video games that may be appropriate for high school students? Lockout software may or may not be of assistance once in a file.

Inherent in this issue is the level of oversight teachers or monitors will have. The greater the need for control, the more teachers needed in the classroom monitoring students' activities.

Another issue that may need to be addressed is to what extent, if at all, parents will be able to control their child's access. For example, in a classroom, each student could have a different set of regulations requested by their parents.

### Liability

For a school district to minimize its liability, the board needs to have clear, well-written, properly adopted board policy and regulations. The information also needs to be disseminated to employees and students. Liability concerns can arise in the area of copyright, First Amendment free speech, student access of inappropriate materials, software licensing, confidentiality, costs and fees. Students should be notified in the policy and regulations that the school district will not be responsible for students' mistakes or negligence, costs incurred by the student or the accuracy or quality of information received from the Internet.

### Copyright

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

The board policy should specifically state that duplication of software is a violation of the law and board policy. The policy should also explain the "fair use" doctrine. Fair use allows an individual to reproduce copyrighted work for purposes such as teaching or research. Reproduction beyond fair use needs the permission of the copyright holder. Violation of copyright law could lead to civil liability with excessive penalties. Students also need to know that the liability will be theirs and not the school district's.

### Confidentiality

As with other student records, students' Internet records and access records are confidential records. They should be treated no differently than written course work or library records. Teachers, librarians and media directors should be reminded that personally identifiable information cannot be released without parental consent unless the individual to whom the information is released has a legitimate educational interest, falls within a narrow class of exceptions or has a court order.

Students should be informed that information on the Internet, including E-mail, is not confidential. Students need to know that discretion is important when releasing information about themselves to people or organizations on the Internet.

### Etiquette (Netiquette)

The topic of etiquette, often referred to as "netiquette" when discussing the Internet, is one of the first issues that should be discussed with students. Students need to be reminded that the use of the Internet is a privilege and can be taken away for violation of board policy or regulations, including etiquette violations.

Because of the limited number of computers and limited time for students to access the computers, students should be informed that their computer usage should be efficient. They should get in and get out as soon as their project is completed. The policy should include:

- prohibition of the use of vulgar, abusive, profane or other offensive language;
- prohibition of discussion of illegal activity;
- acknowledgment by students that their work on the Internet is confidential and should not be accessed by other students;
- prohibition of disclosure of personal information about the user or others.

### Fees

User fees for the Internet fall into two categories. The first category is when the Internet is being used in conjunction with a course. Iowa law allows fees to be charged for textbook rent and for consumables such as workbooks. It is unclear whether classroom Internet use falls into either of these categories. Because the issue of whether fees can be charged for classroom Internet use is still unresolved, it is recommended fees not be charged for classroom use. The second category is when the Internet is used for personal reasons. Use of the Internet for personal use can be charged to the user, and the board needs to determine how it will set those fees and how the fees will be collected. Students need to realize that costs they incur when using the Internet are billable to the student, not the school district.

### Discipline

Boards need to determine how they will discipline students for violation of the Internet Acceptable Use policy.

The board could use the student conduct policy already established for other violations or establish a new one specifically for this policy. Also, since some Internet use may be class related, there may be grade or credit issues that apply as well. See Policy 605.7E2

#### Conclusion

In conclusion, school districts need to exercise care when drafting, adopting and implementing Internet Appropriate Use policies, rules and regulations. Also, since the field changes regularly, administrators need to be aware of changes that may affect board policy, rules and regulations.