

Education Program

Series 600

Policy Title: Internet- Appropriate and Safe Use Regulation

Code No. 605.6-R1

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees of the school district.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet and school district technology resources, and violations may result in discipline up to, and including, discharge. Students are expected to practice appropriate use of the Internet and school district technology resources, and violations may result in discipline up to, and including, expulsion.
- D. The unauthorized disclosure, use, or dissemination online of personal identification information of minors is prohibited.
- E. Employees and students are expected to protect all passwords and secure devices when not in use.

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. All students may have access to the Internet. Individual student accounts, electronic mail addresses and other web resources may be issued to students and employees.

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.
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. Users may use real-time conference features such as talk/chat/video/Internet relay chat.
5. Creation, transmission, or access 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. Student Use of Internet.

A. Equal Opportunity - The Internet is available to all students- The amount of time available for each student may be limited by the number of available devices and the demands for each device.

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 their own account.

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) Use of inappropriate language or content is prohibited.

- C. Restricted Material - Students and employees will not intentionally create, transmit, or access any text file, picture, or video 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. Students and employees will not attempt to gain unauthorized access to network systems or resources.
- D. Unauthorized Costs - If a student or employee gains access to any service via the Internet which has a cost involved or if a student or employee incurs other types of costs, the student or employee accessing such a service will be responsible for those costs.

IV. Inappropriate Use of Technology Resources.

- A. All users are expected to abide by all applicable legal and ethical standards when utilizing school district technology resources, including, but not limited to, school district computers and other hardware, software and applications, and networks. The following activities are examples of inappropriate use of school district technology resources:

1. Failure to properly guard against unauthorized use of a password, or use of another user's password or attempting to find out another's password
2. Violation of any federal, state, or local laws or regulations in connection with use, including, but not limited to, copyright laws
3. Violation of any school district policies or rules in connection with use, including, but not limited, to bullying and harassment policies and other policies regarding appropriate conduct
4. Failure to properly guard personal information, or sharing personal information about another person
5. Unauthorized downloading, installing, modification, or copying of software or other materials
6. Unauthorized access of accounts, files, or other materials (including "hacking"), or causing damage to computers, networks, or other systems or equipment (including by means of computer viruses or bugs)
7. Creating, accessing, displaying, storing, or transmitting materials that are illegal, discriminatory, threatening, obscene, lewd, pornographic, or profane
8. Use other than for school purposes, such as for personal gain or for commercial or political purposes

V. Student Violations--Consequences.

- A. Students who access restricted items or engage in other inappropriate use of school district technology resources are subject to the appropriate action described in board policy 502.1 or Board or School regulations. Students may receive disciplinary action for violations of this policy, up to and including expulsion.

VI. Employee Violations--Consequences.

- A. Employees who violate any items outlined in this policy will be subject to disciplinary action, up to and including termination.

VII. Privacy

- A. All district-provided technology resources are the sole property of the district. The contents of any district-provided technology resources (including computer devices), any history of websites visited through district-provided technology resources (including Internet), and any messages sent or received through district-provided technology resources (including electronic mail) may be considered the records of the district and shall not be considered private by the user.
- B. The district retains the right to access district-provided technology resources, including computers, devices, and other hardware, software and applications, networks and Internet, and electronic mail, and any other electronic resources or systems provided by the district, at any time for any reason whatsoever without prior notice. Such reasons may include, but are not limited to, determining and/or preventing inappropriate personal use of any such systems

or facilities; assuring compliance with district policies; conducting district business; and/or investigating conduct or behavior that may be illegal or which may adversely affect the district, employees or students.

- C. By using the district-provided technology resources, all users - including, but not limited to, students and employees - knowingly and voluntarily consent to their usage of these systems being monitored and acknowledge the district's right to conduct such monitoring. Users should not expect that any district-provided technology resources are private and, therefore, shall have no expectation of privacy whatsoever related to their usage of these resources.

Adopted: July 17, 2017

Legal Reference (Code of Iowa)

Reviewed: November 5, 2018

Amended: