

EDUCATION PROGRAM

Series 600

Policy Title Internet - Appropriate Use

Code No. 605.06

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

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

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - ✓ safety on the Internet;
 - ✓ appropriate behavior while on online, on social networking Web sites, and
 - ✓ in chat rooms, and
 - ✓ cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Legal Reference:

Iowa Code § 279.8 (2013).

Cross Reference:

104 Anti-Bullying/Harassment
502 Student Rights and Responsibilities
506 Student Records
605.05 School Library

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: _____

INTERNET ACCESS PERMISSION LETTER TO PARENTS (G-LR Specific)

Your child has access to the internet. 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 will not be issued to students at this time. If a student already has an electronic mail address, he/she may with the 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 use 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 policies 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.
- Students access for electronic mail will be through their own account. Students should adhere to the following guidelines:
 - Others may be able to read or access the mail, so private messages should not be sent.
 - Delete unwanted messages immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - 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 Attendance Center: _____ 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

INTERNET APPROPRIATE USE VIOLATION NOTICE

(G-LR Specific)

Student: _____ Date: _____

Teacher: _____

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

First Offense:

The student will lose Internet access for three (3) weeks.

Second Offense:

The student will lose Internet access for nine (9) weeks.

Third Offense:

The student will lose Internet access for the remainder of the year and a minimum of 18 weeks, subject to carry-over into the following year.

Fourth Offense:

The student will permanently lose Internet access AND will lose all other computer network privileges for a minimum of 18 weeks, subject to carry-over into the following year. Any necessary typing that cannot be done at home will need to be done on a stand-alone computer in a designated area subject to teacher approval. Documents will need to be saved on 3.5 in. diskettes.

The above are minimum consequences and may be more severe should the violation warrant. Such decisions will be made by the administration. Violations of state and federal laws will be handled by the proper authorities.

INTERNET - APPROPRIATE USE REGULATION**I Responsibility for Internet Appropriate Use.**

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- 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 violations may result in discipline up to and including, discharge.

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 may be issued to students at this time.
 - 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 required 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 he Internet.

III Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.**IV Student Use of Internet.**

- A. Equal Opportunity - The Internet is 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 use of the Internet, students may be allowed access to other networks. Each network may have its own set of 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 supervising teacher's account/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. 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 will 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 regulation.
- 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.

V Student Violations - Consequences and Notification

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

First Offense:

The student will lose Internet access for three (3) weeks.

Second Offense:

The student will lose Internet access for nine (9) weeks.

Third Offense:

The student will lose Internet access for the remainder of the year and a minimum of 18 weeks, subject to carry-over into the following year.

Fourth Offense:

The student will permanently lose Internet access AND will lose all other computer network privileges for a minimum of 18 weeks, subject to carry-over into the following year. Any necessary typing that cannot be done at home will need to be done on a stand-alone computer in a designated area subject to teacher approval. Documents will need to be saved on 3.5 in. diskettes.

The above are minimum consequences and may be more severe should the violation warrant. Such decisions will be made by the administration. Violations of state and federal laws will be handled by the proper authorities.

END OF BOARD POLICY 605.6