

## **401.20 Internet And School District Computer Network Appropriate Use Guidelines**

### **For The Washington Community School District For Students, Employees, And Guests**

#### Purpose

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources.

#### Acceptable Use / Limited Educational Purpose

The use of all electronic devices and systems must be in support of education and research consistent with the educational objectives of the Washington Community School District. Transmission of any material in violation of any United States or Iowa state law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

While the district will take precautions to restrict access to inappropriate material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, parents should be aware of the existence of such materials and also monitor home usage of the Internet. The Washington Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility users may procure material that is not consistent with the educational goals of the district.

The school district's computers, computer network, and/or internet connection is not a public access service or a public forum, and the school district has the right to place reasonable restrictions on the material accessed and/or posted.

Use of the school district's computers, computer network systems, and internet access shall also comply with all school district policies and regulations.

### Internet / Computer Network Access is a Privilege

Use of Internet and computer network access through the Washington Community School District is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges, suspension/expulsion, discipline up to and including termination, and/or possible legal action. Based upon the acceptable use guidelines in this document, the system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account at any time. The administration, faculty, and staff of the Washington Community School District may request the system administrator to deny, revoke, or suspend specific user accounts. A user account will be issued upon completion of the Acceptable Use form. Any user that is not part of the school district must complete an Acceptable Use form.

**Note:**

***No electronic communication is private. People who operate the Washington Community School District's system do have the authority, right and access to monitor all electronic information. Messages or material found relating to or in support of illegal or inappropriate activities may be reported to the proper authorities by district personnel.***

### General Rules

1. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Security problems are only to be identified to a system administrator. Passwords shall not be given to another user for any reason. A user's account is only to be used by that individual. Attempts to log on to any device as a system administrator or other user not assigned to you will result in cancellation of user privileges. Any user that is identified as a security risk may have access privileges revoked.
2. The District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, network system, and Internet access; however, the District cannot and does not warrant or represent that the District's computers, network systems, or Internet will be secure and free of computer viruses, spyware or malware at all times.
3. Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment to equipment. This includes, but is not limited to, the uploading or creation of computer viruses, malware, or key-logging and theft or attempting to bypass Internet filtering software or any security measures.
4. Only software that is purchased by the Washington Community School District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operations is prohibited unless a building administrator knows the key or password. The district may choose to restrict certain software applications. Individual users are solely responsible for making backup copies of their data.
5. Staff or student pictures may only be published on the Internet if permission is obtained. Permission is granted for students by parents during completion of school registration.

No Washington Community School District student, faculty, staff member or guest shall:

1. Do anything that adversely affects Washington Community School District's legal interests, the educational needs of its students or the efficiency of District operations.
2. Access, view, download, create or disseminate pornography or obscenity and/or engage in the dissemination or solicitation of sexually oriented messages or images.
3. Access, view, download, create or disseminate any material that is libelous, indecent, vulgar, profane, lewd or disseminate content that may be considered defamation of character.
4. Use Washington Community School District's electronic devices, network, or Internet to harass or threaten any person or organization or disparage others on the basis of age, color, national origin, race, marital status, gender or gender identity, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political ideology or belief, socioeconomic status or familial status.
5. Access, view, download or disseminate any material that the expression of which injures or harasses others or any material that promotes disruption of the normal operation of school or school-related activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
6. Use, possess, copy or attempt to distribute illegal or unauthorized copies of software or other digital media. This includes software or other digital media in the user's possession or being used without appropriate registration or licensing, or in violation of any trademark or copyright restrictions.
7. Engage in unauthorized disclosure, use or dissemination of personal information about students protected pursuant to the Family Educational Rights and Privacy Act or any other law designed to protect student and family privacy, including but not limited to:
  - a. the student's name;
  - b. the name of the student's parent or family members;
  - c. the address of the student or the student's family;
  - d. a "personal identifier" such as the student's social security number, student number, or a "biometric record;"
  - e. other indirect identifiers, such as a student's date of birth, place of birth and mother's maiden name;
  - f. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
  - g. information requested by a person reasonably believed to know the identity of the student to whom the education record relates.
8. Possess personal electronic data devices that contain images of a sexual nature or other inappropriate content as outlined in this policy on the district's property, or send such images or content from personal electronic devices while on the district's property.

## Internet Safety Rules

### Introduction

It is the policy of Washington Community School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are defined in the Children's Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Washington Community School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Washington Community School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Department or designated representatives. The school principal or designated representatives will provide age- appropriate training for students who use the Washington Community School District Internet facilities. The training provided will be designed to promote the school district's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Appropriate Use Policy;
2. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### Updating User Information

The Washington Community School District may occasionally require new registration and account information from you to continue the service. You must notify the Washington Community School District of any changes in your account information (address, phone, etc.). Acceptance forms will be required to be signed by students and staff members once per year.

### Liability

In no manner shall the Washington Community School District or the people who operate its system be held responsible in any way for information accessed via the Internet, district computer network, data loss, costs incurred that results from its use, or the accuracy of information that is accessed. The school district makes no guarantee that the Internet or computer network services will be up at all times.

The amount of time and type of access available may be limited by the school district's technology and the demands for the use of the school district's technology.

### Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to staff, students, and other individuals using computer equipment in the Washington Community School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Iowa and the United States of America. These forms may be transferred and formatted, in a way that the text remains the same.