

## RULES AND GUIDELINES FOR IMPLEMENTATION OF ACCEPTABLE USE AND INTERNET SAFETY POLICY

### **Management, Administration, Monitoring and Privacy**

The District has software and systems in place that monitor and record all Internet usage. The District wants users to be aware that our security systems are capable of recording, for each and every user, each World Wide Web site visit and the amount of time spent actively using the World Wide Web, and we reserve the right to do so at any time, without advance notice or warning to the user. No District student or employee should have any expectation of privacy as to his or her Internet usage or the privacy of any electronic mail message, file, download, note, or other data stored, or transmitted or received through any District computing facility. The District may review computing activity and analyze usage patterns and may choose to publicize this data to assure that the District's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity.

The District, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning and at any time or for any purpose.

The District will fully cooperate with requests from law enforcement, regulatory agencies, and individuals for logs, diaries, data, and archives on individuals' computing activities to the extent required by law.

### **Technical Services Provided through District System**

#### 1. Electronic Mail (E-mail).

All high school students will receive internal e-mail accounts. These accounts can only be used for communication within the Iowa-Grant School District network. Personal or non-school related use should be minimal and must adhere to the Acceptable Use Policy (*Board Policy 365*). Elementary/middle school students may receive internal e-mail accounts, for a limited time, when requested by a classroom teacher in conjunction with coursework requirements.

External e-mail privileges for all students will only be granted when requested by a teacher for the purpose of completing specific coursework requirements.

Access will be limited to the e-mail address or e-mail domain related to the coursework.

Electronic mail should primarily be used for internal District business, instructional purposes, collaboration with fellow students and peers, and other activities directly related to a user's education or employment. We strongly discourage users from utilizing District computing resources for personal communication and expressly prohibit their use commercially or for personal enrichment or profit.

Though electronic mail is a fast and relatively easy mode of communication, nothing should be included in an electronic mail message that the user would not want read by a third party. Although it is rare, the interconnected nature of the Internet and its component disparate computing networks makes it possible for a third-party interceptor to store, view, read, print, and disseminate the contents of any electronic mail message to anyone else. The District has security facilities in place to prevent unauthorized access to our internal network and electronic mail stored there, but messages transmitted outside our network may be equally protected, less protected, or not protected at all. The likelihood of such an interception is extremely low, but still possible; therefore, great care should be exercised when transmitting sensitive or confidential information.

Most e-mail fits the definition of a "record" in the Open Records law. Therefore, these records must be maintained, must be available for public inspection and copying, and should be destroyed only in accordance with a valid Records Disposal Authorization (RDA).

Employees and students may not use District electronic mail facilities to propagate chain letters or advertising. Prudent judgment should be exercised in the distribution of jokes, personal files, images, or any other materials not directly related to their employment or education.

Employees and students will not engage in personal attacks, including prejudicial or discriminatory attacks, nor knowingly or recklessly post false or defamatory information about a person or organization.

## 2. World Wide Web.

The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world. The Web is a valuable research tool for students and employees.

District employees, staff, and teachers will lead students in activities and exercises that strengthen their research skills and enrich the educational process. This may include using search engines in a way that is appropriate

for the curricular goal and cognitive level of students, using pre-determined Web resources as a group, or allowing students to independently research subjects consistent with established curriculum and content guidelines.

Employees and students should read information on the World Wide Web with an evaluative and critical attitude, verifying the sources, authenticity, and accuracy of information to the best of their ability. To that end, employees will endeavor to review Web materials that will be used in classroom learning activities and use only those that are of the highest quality.

Employees and students may bookmark educationally sound Web sites so they may be referred to quickly and easily, without the sometimes-tedious process of discovering the resource on one's own. These bookmarks may be saved on an individual workstation or a networked storage device and should be reviewed regularly by the user for relevance, currentness, and appropriateness to the educational and employment environment.

Materials published to the World Wide Web using District computing facilities are considered official District materials and will be created by the appropriate employees. Students may, upon approval of their teacher, create Web pages relating to class projects or other school-related activities. The purpose of Web pages published by the District shall be to communicate information about the District to students, parents, and the public and to provide an instructional tool with links to other sites that correlate with current curriculum, are age appropriate, and are reviewed in advance by appropriate District employees.

Creation and publishing of Web pages is subject to the following guidelines:

- Pages and data contained thereon belong to the District and should reflect quality work and accurate information.
- Contents must adhere to this Acceptable Use and Internet Safety Policy, applicable privacy policies and laws, applicable copyright polices and laws, and other established District policies.
- Information published on District Web pages should be education-related and non-commercial. However, advertising for non-profit, school-sponsored organizations is acceptable.
- All pages should be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page and subject to the restrictions contained in the Acceptable Use and Internet Safety Policy.

- Links or references to commercial or personal Web pages shall not be made from any District Web page, except where such linking would serve a legitimate educational purpose, and the content on the entire linked site would not violate any provision of this Acceptable Use Policy.

District Web pages shall **not** contain the following items:

- High school students' electronic mail addresses, telephone numbers, street addresses, or places of birth.
- Elementary and middle school students' full name, electronic mail addresses, telephone numbers, street addresses, or places of birth.

All school Web pages must be reviewed and approved by the Information Systems Manager and the building principal, prior to their publication. District Web pages should be updated regularly on a schedule determined by appropriate District systems management personnel. Links to outside pages must be reviewed and checked regularly for accuracy.

Student work may be published on the District's Web pages provided that a written release is granted by the parent(s) or guardian(s) of the student.

Employees and students using the Web and other Internet facilities of the District shall identify themselves. No employee or student may purport to represent the District or its views, policies, or opinions without the advance approval of the Superintendent and must refrain from political advocacy, endorsement of products, services, or educational methods, or communication with any media outlet or public forum without such advance approval.

### 3. Blocking Software.

The District will, in accordance with the AUISP, use software designed to block access to certain sites.

## **Copyright and Plagiarism**

District policies on copyright will govern the use of material accessed through the District computer system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should contact a library media specialist and/or teacher for direction.

District policies and rules on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

### **Academic Freedom, Selection of Material, and Student Rights to Free Speech**

District policies and rules on academic freedom and free speech will govern the use of the District computer system, including the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students to access in order to determine the appropriateness of the material contained on or accessed through the sites. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

### **Search of Personal Files on District System**

Routine maintenance and monitoring the District computer system may lead to discovery that a user has or is violating the Acceptable Use Policy and rules, the *Student Handbook*, or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated District policy or rules, the law, or the *Student Handbook*. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

District employees should be aware that their personal files might be discoverable under the State public records law.

## **Respecting Resource Limits**

Users will utilize the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than three hours per week. Faculty and staff self-discovery activities shall be limited to break times or prior to or following the contracted day.

Employees will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development. When users are no longer interested in continuing with a subscribed mail list, they will promptly unsubscribe.

## **Web Site and Web Page Development**

### **1. Student Web Pages.**

With the approval of the building principal and in fulfillment of a required classroom assignment, students may establish Web pages on the District system. However, the pages will be displayed only on the District's Intranet. Materials presented on student Web pages must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page."

The content of student Web pages shall be reviewed and approved by the teacher whose class is requiring the assignment.

The Information Systems Manager, as Webmaster, shall be responsible for loading/launching all student Web pages. A period of at least ten (10) school days must be allowed for the initial launching of a student Web page as well as the loading of any revisions to a student Web page.

Student Web pages will not be displayed for a period beyond 60 days.

### **2. Departmental/Grade Level Pages.**

The departmental/grade level home page will use the District template. The initial publishing needs to be approved by the building principal. Subsequent revisions must follow the approved guidelines.

No departmental/grade level pages may link or reference to personal Web pages.

### 3. Extracurricular Organization Web Pages.

With the approval of the building principal, student extracurricular organizations may establish Web pages on the District system. Material presented on an organization's Web page must relate specifically to organization activities and may include student-produced material.

The organization's advisor shall review and approve the content of the extracurricular organization Web page.

The Information Systems Manager, as Webmaster, shall be responsible for loading/launching all student extracurricular organization Web pages. A period of at least ten (10) school days must be allowed for the initial launching as well as the loading of any revisions.

### 4. Other Organization Web Pages.

Organizations without direct affiliation with the Iowa-Grant School District will not be hosted on the District System.

## **Acceptable Use Policy or Rule Violations**

The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to any illegal activities conducted through the District computer network system.

In the event there is an allegation that a student has violated the District's acceptable use policy or rules, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before the appropriate building principal.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student handbook, the violation will be handled in accordance with the applicable provision of the student handbook.

Employee violations of the District's Acceptable Use and Internet Safety Policy and Rules will be handled in accordance with District policy.

## **Parental Notification and Responsibility**

The District will notify the parents/guardians about the District computer network and the policies and rules governing its use. Parents/guardians may request alternative activities for their child(ren) that do not require Internet access.

The District Acceptable Use and Internet Safety Policy and Rules contain restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the District system.

The District will provide students and parents/guardians with guidelines for student safety while using the Internet.

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