

IJNDB - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

Category P

Also EHAA & EGA

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

Internet access by students will be monitored by District personnel and the degree of access to the Internet will be dependent upon the age of students.

ACCEPTABLE USE POLICY

The Superintendent shall develop and recommend to the Board an Acceptable Use Policy to provide guidance for access to, and use of the Internet, computer system, intranet, software and electronic media. See EGA-R.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

The Acceptable Use Policy shall effectively address the following:

1. Implementation of a District Internet Acceptable Use Policy.
2. Implementation of a District Internet Code of Conduct.
3. Rules for Internet use to be included in all student handbooks.
4. A requirement that all student Internet users obtain an Internet account subject to the following conditions:
 - A. Signatures by Parent/Guardian of a Parental Permission form;
 - B. Compliance with the District's Acceptable Use Policy;
 - C. Completion of Internet training including personal responsibility, ethical and courteous behavior, the Acceptable Use Policy and the Internet Code of Conduct; and
 - D. Written affirmation by parents or guardians on the Parental Permission form that they have reviewed the Code of Conduct and Acceptable use policies with their child.
5. Training for staff to increase their skills in working with students on the Internet.
6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.

7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
8. Rules to prevent unauthorized access, including "hacking" and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors' access to materials harmful to them.
11. A sample Parental Permission form with a Release and Indemnification clause.
12. Procedures for staff and administrative use of the computer system, Internet, intranet and software.
13. A requirement that staff and administrators adhere to the applicable portions of the Acceptable Use Policy and Code of Conduct with a further provision affirming the position that violation of the Acceptable Use Policy may result in employee discipline.
14. Such language as is necessary to protect the District's ownership and licensure of the computer system, network, and software as well as to protect the District from allegations of inappropriate or unlicensed software usage.
15. Consequences for violation of the Acceptable Use Policy which are in addition to student or employee discipline. Notice that illegal activities shall be reported to law enforcement authorities.
16. Appropriate notice that the District has access to all electronic communications and there are no facilities provided for private or personal communications.
17. Such other provisions as are deemed expedient to provide for safe and appropriate usage of the District's electronic resources by staff and students.

AUDIT OF USE

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring on-line activities of minors.

INTERNET ELECTRONIC EMAIL ACCESS FOR EMPLOYEES AND ADMINISTRATORS

Computer equipment, software, Internet access and electronic mail addresses are made available to personnel for the purposes of research, communication, course development,

and education. All personnel are expected to know and comply with the District's Acceptable use policies as adopted and amended by the District from time to time in accord with this policy.

LICENSES AND OWNERSHIP

All hardware and software is either owned by or licensed to the District. All students and staff are required to use the hardware and software in accord with its designed purpose. No hardware or software shall be installed, altered or reconfigured without the permission of the Technology Coordinator.

PRIVACY NOTICE AND PROHIBITION AGAINST PERSONAL USE BY STAFF AND ADMINISTRATORS

The network, hardware, software, Internet addresses and computer system are owned by, or licensed to, the District and are considered the property of the District. All staff and administrators are placed on notice that electronic mail and Internet usage with the District's computer system, the employee's assigned e-mail addresses, or through the District's network is accessible to the District and subject to monitoring by the District for appropriate usage. The District maintains electronic records of electronic mail and Internet usage.

All personnel are expected to limit their usage of the computer, network, software, electronic mail, Internet and intranet to work-related matters in accord with the District's Acceptable Use Policy. Any use of electronic mail, the Internet or intranet for personal reasons beyond short-term and occasional use, shall be considered a misuse of the work day which may result in disciplinary consequences. All use of the Internet for personal gaming, personal shopping, gambling and the like, is expressly prohibited.

DISCIPLINARY CONSEQUENCES

In addition to the consequences set forth in the Acceptable Use Policy for unacceptable use, staff, administrators and students may be subject to employee or student discipline, as deemed appropriate by the administration. In accord with NH RSA 194:3-d(II), all users of District's computer systems or networks who intentionally violate this policy or the Acceptable Use policy and intentionally damage the computer system or network shall be held legally and financially liable for such damage.

PUBLIC HEARING

The District shall provide reasonable public notice of, and hold at least one (1) public hearing or meeting to address and communicate its *Acceptable Use Policy* prior to *adopting the policy*.

Legal Reference:

RSA 194:3-d, School District Computer Networks
47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

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