

<b>Descriptor Term:</b>  TECHNOLOGY RESOURCES: RESPONSIBLE ACCESS AND USE	<b>Descriptor:</b> IJND	<b>Issued:</b> DRAFT
	<b>Rescinds:</b> IJND	<b>Issued:</b> 7/31/2001

**BOARD POLICY**

The Board supports the use of the Internet and electronic communications for the enhancement of student learning and achievement. Access by students to electronic information resources, including laptops, networked services and telecommunications equipment (“EIR”) with the development by staff of appropriate skills to analyze and evaluate these resources and services is recognized by the Board as a valid component of the District’s educational mission.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District EIR by staff, students, parents/guardians and community members who use the services. District EIR are to be used to support curriculum, instruction and learning opportunities for students and staff. All EIR must be consistent with District guidelines for selection of educational materials. Additionally, these resources must be used to enhance and enrich the District’s curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District laptops, computers and computer systems to avoid contact with material or information that may be harmful to minors.

The Board authorizes administration to adopt procedures for computer use consistent with this policy and for reviewing and evaluating its effect on instruction and student achievement.

**ADMINISTRATIVE PROCEDURES**

**1. Blocking or filtering obscene, pornographic and harmful information**

With the access to computers and people all over the world made possible by EIR, comes the availability of some material that may not be considered of educational

value within the context of the school setting. Therefore, software that blocks or filters material and information that is obscene, pornographic or child pornography, or otherwise harmful to minors, as defined by the Board, shall filter all District computers having Internet or electronic communications access while at school.

On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security cannot be made absolutely perfect and it is likely that a determined student or other individual could make use of District EIR for inappropriate purposes. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of District policy to a supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to a supervising staff member.

## **2. Unauthorized and unacceptable uses**

A. Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. TPSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Parents who choose to allow their children to access the Internet using District equipment from the home should be aware of the existence of these materials so they can monitor home use.

B. All persons shall use EIR in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of EIR cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the Board has discretion to determine which uses are unacceptable]:

No person shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- That is in violation of any United States, state or local law, including but not limited to copyrighted materials, threatening or obscene messages/images, pornography, "sexting," materials protected by trade secret, etc.;
- That constitutes inappropriate communication between staff and student. Communication between staff and student should be related to academics.
- That defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, known as "cyberbullying."
- That enables or allows the user to cheat or gain unethical advantage relative to tests and/or assignments ("academic integrity").

C. Use of EIR for any non-educational purpose or commercial activity by any individual or group, regardless of for-profit or not-for-profit status, is prohibited. No user shall use District equipment to engage in extensive or abusive non-business or nonacademic projects or Internet searches, since such use tends to slow and/or compromise the system and make it less accessible for District educational and business operations. The use of EIR for product advertisement or political lobbying is also strictly prohibited.

D. Any use of District computer equipment or software, or Internet access from District equipment or from school property which violates federal or state law may be reported to appropriate law enforcement officials, and may also result in both disciplinary action and denial of prospective use of such equipment and of Internet access, and in a civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation. Any use of such equipment or facilities, which violates District policy, may result in both disciplinary action and denial of prospective use of such equipment and of Internet access.

### **3. Safety**

A. For safety reasons, students should not use their last name, home address, phone number or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communication.

B. No user may attempt or override or bypass District installed filters.

### **4. Unauthorized software and devices/equipment**

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued laptops without district approval through the appropriate process. TPSD will not support non-District devices/equipment. Non-District equipment will not be permitted to be connected to the district network.

### **5. Assigning student projects and monitor student use**

The District will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

### **6. Discipline for improper or unethical behavior**

All users are responsible for good behavior when using EIR just as they are in a classroom or on school property. Any action that is determined by an administrator to constitute an inappropriate use of EIR may result in termination of the privilege to use these resources and may initiate other action in compliance with the District's discipline policy.

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Violation of this policy may also result in loss of the privilege to use District laptops.

### **7. No expectation of privacy**

District computers, laptops and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review and store all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

### **8. Disclaimer**

The District makes no warranties of any kind, whether expressed or implied, related to the use of EIR, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs one may suffer in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the user's own risk.

### **9. Responsible use agreement**

Access to EIR will be provided to staff and students who agree to act in accordance with this policy. While it is believed that the advantages of access to EIR by students far exceed the disadvantages, ultimately parents/guardians of minor students must decide the standards their children should follow when using electronic media and information. To that end, TPSD respects each family's right to decide whether or not to apply for access to these resources and services.

Staff and student use of EIR will be permitted only after submission of a signed TPSD Responsible Access and Use Agreement. Parents of students under the age of eighteen (18) must agree to and sign the Responsible Access and Use Agreement. Users (and parents/guardians of users under age eighteen) will be legally bound by the terms and conditions of the Agreement.