

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY 524:
INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Nova Classical computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the Nova Classical computer system and the Internet, including electronic communications, Nova Classical considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Nova Classical computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Nova Classical expects that faculty use the Nova Classical computer system and the Internet thoughtfully and they will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Nova Classical is providing students and employees with access to the Nova Classical computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Nova Classical system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Nova Classical and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the Nova Classical system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Nova Classical system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate Nova Classical policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the Nova Classical system and Internet resources or accounts are considered unacceptable:
1. Users will not use the Nova Classical system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material, or other depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process; or
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the Nova Classical system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the Nova Classical system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the Nova Classical system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the Nova Classical system software, hardware, or wiring or take any action to violate the Nova Classical's security system, and will not use the Nova Classical system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the Nova Classical system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the Nova Classical system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification

numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on Nova Classical webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by Nova Classical as directory information and verification is made that Nova Classical has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by Nova Classical as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the Nova Classical system to post personal information about a user or another individual on social networks, including, but not limited to, social networks and similar websites or applications.
7. All account information and passwords are managed by a designated Nova Classical official. Users will not attempt to gain unauthorized access to the Nova Classical system or any other system through the Nova Classical system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the Nova Classical system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the Nova Classical system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the Nova Classical system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Nova Classical. Users will not use the Nova Classical system to offer or provide goods or services or for product advertisement. Users will not use the Nova Classical system to purchase goods or services for personal use without authorization from the appropriate Nova Classical official.
 10. Users will not use the Nova Classical system, or any other technology or forms of electronic communication, to engage in bullying or cyberbullying in violation of Nova Classical's Bullying Prohibition Policy (514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. Nova Classical has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off Nova Classical premises also may be in violation of this policy as well as other Nova Classical policies. Examples of such violations include, but are not limited to, serious or severe bullying or harassment targeting particular individuals; threats aimed at teachers or other students; failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; and breaches of school security devices. If Nova Classical receives a report of an unacceptable use originating from a non-school computer or resource, Nova Classical may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the Nova Classical computer system and the Internet and discipline under other appropriate Nova Classical policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate Nova Classical official. In the case of a Nova Classical employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a Nova Classical employee, the building administrator.

VI. FILTER

- A. All Nova Classical computers with Internet access and available for student use will restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.

- B. All Nova Classical computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the Nova Classical computer system and use of the Internet shall be consistent with Nova Classical policies and the mission of Nova Classical.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the Nova Classical system, Nova Classical does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Nova Classical system.
- B. Routine maintenance and monitoring of the Nova Classical system may lead to a discovery that a user has violated this policy, another Nova Classical policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or Nova Classical policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. Nova Classical employees should be aware that Nova Classical retains the right at any time to investigate or review the contents of their files and email files. In addition, Nova Classical employees should be aware that data and other materials in files maintained on the Nova Classical system may be subject to review, disclosure, or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. Nova Classical will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with Nova Classical policies conducted through the Nova Classical system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of Nova Classical.
- B. This policy requires the permission of and supervision by Nova Classical's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. This form will be kept as a part of the student's cumulative file.
- D. All Nova employees must follow all technology procedures and guidelines laid out in the Employee Handbook.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the Nova Classical system is at the user's own risk. The system is provided on an "as-is, as available" basis. Nova Classical will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on Nova Classical diskettes, tapes, hard drives, servers, or external and optical storage devices, or for delays or changes in or interruptions of service, or misdeliveries or nondeliveries of information or materials, regardless of the cause. Nova Classical is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Nova Classical system. Nova Classical will not be responsible for financial obligations arising through unauthorized use of the Nova Classical system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the Nova Classical policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with Nova Classical policies.
 - 2. Disclaimers limiting Nova Classical's liability relative to:
 - a. Information stored on Nova Classical diskettes, hard drives, or servers;
 - b. Information retrieved through Nova Classical computers, networks, or online resources;
 - c. Personal property used to access Nova Classical computers, networks, or online resources; or
 - d. Unauthorized financial obligations resulting from use of Nova Classical resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of Nova Classical sponsored/managed Internet accounts.
4. Notification that, even though Nova Classical may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the Nova Classical's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the Nova Classical system and of the Internet if the student is accessing the Nova Classical system from home or a remote location.
- B. Parents/guardians will be notified that their students will be using Nova Classical resources/accounts to access the Internet and that Nova Classical will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user;
 2. A description of parent/guardian responsibilities;
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
 4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian; or

5. A statement that Nova Classical's acceptable use policy is available for parental/guardian review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. **Technology provider** means a person who:
 1. contracts with Nova Classical, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with Nova Classical.
- B. **Parent** means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, Nova Classical must give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. Nova Classical must provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and Nova Classical must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. **School-issued device** means hardware or software that Nova Classical, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, Nova Classical or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. Nova Classical or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by Nova Classical employees, student teachers, staff contracted by Nova Classical, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. Nova Classical is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If Nova Classical or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent

threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

1. Students' use of cell phones or other electronic communication devices is regulated in Nova Classical policy NP 500 (Personal Electronic Devices).

The Board directs the Executive Director and Nova Classical administration to establish rules and procedures regarding student possession and use of cell phones in school. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. Nova Classical administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the Board for approval. Upon approval by the Board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Nova Classical Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the Board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. §121A.73 (School Cell Phone Policy)
 Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
 Nova Classical Policy NP 500 (Personal Electronic Devices)

MSBA/MASA Model Policy 524 Orig. 1996
 Revised: 2024 2025

ADOPTED BY THE BOARD: 11/21/2011
REVISED BY THE BOARD: 01/27/2025
EFFECTIVE DATE: 01/27/2025