

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

AVAILABILITY OF
ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students, employees Board members, and VIPS, primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS OF
THE PUBLIC

Access to the District's electronic communications system, including the Internet, ~~shall be made available~~ **may be granted** to members of the public also, in accordance with administrative regulations.

Such use may be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

Members of the public who are granted access shall be required to comply with District rules, regulations, and policies governing appropriate use of the system. [See CQ(REGULATION), Exhibit C]

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of **all** administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. **Control students' access to inappropriate materials, as well as to materials that are harmful to minors;**
2. **Ensure student safety and security when using electronic communications;**

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3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. Use of home/personal computers, computer equipment/peripherals and software are not allowed.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose. District staff must use the District's Electronic Communication System, personal internet connections for computers are not allowed.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees ~~are not private~~ **shall not be considered private**, and may be monitored at any time by designated District staff to ensure appropriate use. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

**INTELLECTUAL
PROPERTY
RIGHTS**

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

DISCLAIMER OF
LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.