EDUCATION

POLICY NO. 605.6

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The Board of Directors of the Central Lee Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Central Lee Community School District and to promote resource sharing, innovation, problem solving, and communication. The District’s computers, computer network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or internet connection.

Access to the District’s computers, computer network systems, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District’s computers, computer network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District’s technology and the demands for the use of the District’s technology. Even if students have not been given access to and/or use of the District’s computers, computer network systems, and the internet, they may still be exposed to information from the District’s computers, computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. Any school-issued email accounts are the property of Central Lee CSD, and are to be used for educational purposes only. School-issued email accounts will be monitored and may be archived.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district’s commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy: Student Safety with regard to:
  - Safety on the Internet;
  - Appropriate behavior while online, on social networking Web sites, and in chat rooms; and
  - Cyberbullying awareness and response

- Compliance with the E-rate requirements of the Children’s Internet Protection Act

Approved 04/08/2013  Reviewed 03/11/2013  Revised 04/08/2013
In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult’s use if such use is for bona fide research or other lawful purposes.

The use of the District’s computers, computer network systems, and internet access shall be for appropriate use or educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District’s computers, computer network systems, and internet access. Students’ and staff members’ use of the District’s computers, computer network systems, and internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District’s administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District’s computers, the District’s computer network systems, and the internet. Students and staff members will be instructed by the District’s technology coordinator or other appropriate personnel on the appropriate use of the District’s computers, computer network systems, and the internet.

The following are rules for appropriate use by the District’s students and staff of the District’s computers, computer network systems, and the internet:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

- Do not disseminate or solicit sexually oriented messages or images.

- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer unless necessary for educational purposes. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided to an out of district entity regarding students, it should be limited to the student’s first name and the initial of the student’s last name only. Do not arrange or agree to meet with someone met online.
• Do not use the District’s computers and/or computer network systems to participate in illegal
activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

• Do not subscribe to bulletin boards, online services, e-mail services or other similar services without
prior permission from the technology coordinator or other appropriate personnel.

• Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other
digital media. Illegal/unauthorized software or other digital media means any software or other digital
media that has been downloaded or copied or is otherwise in the user’s possession or being used
without the appropriate registration and/or license for the software or in violation of any applicable
trademarks and/or copyrights, including the payment of any fees to the owner of the software or other
digital media.

• Do not alter, modify, corrupt or harm in any way the computer software stored on the District’s
computers or computer network systems. Do not install any software on the hard drive of any District
computer or on the District’s computer network systems or run any personal software from either
floppy disk, CD-ROM, DVD or other storage media or alter or modify any data files stored on the
District’s computers or computer network systems without prior permission and supervision from the
technology coordinator or other appropriate personnel.

• Do not download any programs from the internet without prior permission from the District’s
technology coordinator or other appropriate personnel. Any programs downloaded from the internet
shall be strictly limited only to those that you have received permission from the technology
coordinator or other appropriate personnel to download.

• Do not use any encryption software from any access point within the District.

• Do not access the internet from a District computer using a non-District internet account.

• Do not share a personal user account with anyone. Do not share any personal user account passwords
with anyone or leave your account open or unattended.

• Do not access the District’s computers or computer network systems or use the District’s internet
connection from a non-District computer without prior authorization from the technology coordinator
or other appropriate personnel.

• Do not use an instant messenger service or program, internet relay chat or other forms of direct
electronic communication or enter a chat room while using the District’s computers, computer
network systems, and/or the District’s internet connection.

• Do not disable or circumvent or attempt to disable or circumvent filtering software.

• Do not play games or run any programs that are not related to the District’s educational program.
• Do not vandalize the District’s computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District’s computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

• Do not commit or attempt to commit any act that disrupts the operation of the District’s computers or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual’s account. Do not attempt to log on to any device as a system administrator.

• Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources.

• Do not use the District’s computers and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement.

• Do not use the District’s computers, computer network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

• Do not plagiarize information accessed through the District’s computer, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District’s computer, computer network systems, and/or the internet.

• Do not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the building administrator.
• Do not use the school district logos, images, iconography, etc. on external web sites.

• Do not use school district time or property on external sites that are not in direct relation to the employee’s job.

• Do not connect with students via eternal web sites without consent of the building administrator.

• Do not start a social media site for school district sanctioned activities with our prior consent of the building administrator.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District’s computers and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will not be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school unless specifically monitored by a teacher and/or the district coordinator (e.g. Science Fair research and contacts).

Parents will be required to sign a permission form to allow their students to access the District’s computers, computer network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the District’s policies and regulations regarding appropriate use of the District’s computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student’s parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District’s computers and computer network systems, including the internet.
No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the internet. Any risk and/or damages resulting from information obtained from the District’s computers, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District’s computers, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Central Lee Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

PROPOSED WEB SITE DISCLAIMER

Every effort is made to provide accurate and complete information on this web site. However, the Central Lee Community School District cannot guarantee that there will be no errors. With respect to information on this website, neither the Central Lee Community School District nor their students, employees, representatives or Board members make any warranty, expressed or implied, including the warranties of merchantability and fitness for a particular purpose with respect to information available from this web site. Additionally, the Central Lee Community School District assumes no legal liability for the accuracy, completeness or usefulness of any information disclosed herein and does not represent that use of such information would not infringe on privately owned rights.

Reference on this web site to any specific products, process, service, manufacturer, company or trademark does not constitute its endorsement or recommendation by the Central Lee Community School District.

Links from this web site to external web sites are for the convenience of the user. Such links do not constitute an official endorsement or approval of any web site, product or service.

ADDITIONAL SUGGESTIONS REGARDING WEB SITE

In addition to the disclaimer, the District should revise its copyright notice on its web site. The notice should state: “Copyright © 2006 Central Community School District, All Rights Reserved, Donnellson, Iowa 52625.”
LAPTOP COMPUTER POLICY

The Central Lee Community School District has laptop computers for its faculty members to use inside and outside of school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. All laptop computers and related equipment are school district property. The use of the District’s laptop computers and related equipment shall be subject to all of the terms and conditions set out in the District’s policy on appropriate use of computers, computer network systems, and the internet.

Prior to using the District’s laptop computers and related equipment, faculty members will sign a Laptop Computer Acceptance Form and agree to all outlined policies before being issued a laptop computer. Faculty members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any District laptop computer without prior consultation with the District’s administration. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the District’s laptop computers.

Faculty members shall protect District laptop computers and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the laptop computer and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the District, including damage to the computer, related equipment or the computer’s hardware and/or software (including labor costs). Faculty members who choose to store school data, such as grades, tests or exams, on District laptop computers are required to back up this data on the District’s network as a safety precaution against data loss.

Laptop Computer Acceptance Form

I understand that the laptop computer and related equipment I am being issued is the property of the Central Lee Community School District. I agree to all of the terms and conditions in the Central Lee Community School District Laptop Policy and the Central Lee Community School District policy on appropriate use of computers, computer network systems, and the internet. I will return the laptop computer and any related equipment I am issued in the same condition in which I receive it.

I understand that I am responsible for any damage beyond that caused by normal usage or loss of any component of the laptop computer and/or related equipment I am issued. In case of damage (other than that caused by normal usage) or loss, I agree that I will replace any damaged or lost component and/or equipment with components and/or equipment of equal value and functionality as approved by the District’s administration.

Name ___________________________ Date ___________________________

Computer Serial # ___________________________

Computer/Equipment Description and Serial # ___________________________
CENTRAL LEE COMMUNITY SCHOOL DISTRICT

STAFF ACCEPTABLE USE AGREEMENT

I hereby certify that I have received, read, and understand the Central Lee Community School District's Appropriate Use of Computers, Computer Network Systems, and the internet policy. I accept full responsibility for my use of the District's computers, computer network systems, and the internet through the District in accordance with the terms, conditions, and guidelines as stated by the District in its policies and regulations and as set out in federal and state law. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District's computers, computer network systems, and internet access and may result in further discipline up to and including termination of my employment with the District and/or other legal action.

____________________________________
Signature

____________________________________
Date
CENTRAL LEE COMMUNITY SCHOOL DISTRICT
CONSENT TO STUDENT USE OF THE DISTRICT’S COMPUTERS

COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS
I am the parent or guardian of the student named below and I hereby certify that I have received, read, and understand the Central Lee Community School District’s Appropriate Use of Computers, Computer Network Systems, and the internet policy.

I recognize that although the Central Lee Community School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student’s use of the District’s computers, computer network systems, and the internet.

I accept full responsibility for my student’s use of the District’s computers, computer network systems, and the internet through the District in accordance with the terms, conditions, and guidelines as stated by the District in its policies and regulations and as set out in federal and state law. I relieve the Central Lee School District and its officers and employees, from any and all financial responsibility that may be incurred by my student’s use of the District’s computers, computer network systems, and the internet.

STUDENT’S NAME: ____________________________________________

GRADE: ______ My child may have access to internet: _______ Yes ______ No

I hereby give the District permission to publish my child’s work, picture, and/or first name on the internet through the District’s web site. _______ Yes ______ No

Parent or Guardian Name: __________________________________________________________________

PARENT/GUARDIAN SIGNATURE ___________________________ DATE ___________________________

If you have consented to your child’s use of the District’s computers, computer network systems, and internet access, please have your child review and sign the following:

I have read the Central Lee Community School District’s Appropriate Use of Computers, Computer Network Systems, and the internet policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District’s computers, computer network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

STUDENT SIGNATURE ______________________________________ DATE __________________________
CENTRAL LEE COMMUNITY SCHOOL DISTRICT
IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES REGARDING THE USE OF THE DISTRICT’S COMPUTERS, COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the Central Lee Community School District.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the Central Lee Community School District has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the District to continually monitor the content of the internet, the Central Lee Community School District will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The District’s implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the District to prevent students from accessing inappropriate and/or harmful materials on the internet. The District makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated District personnel, by completing an Add URL to Blocked Status form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status grievance form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A bona fide research form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.
CENTRAL LEE COMMUNITY SCHOOL DISTRICT

Add URL to Blocked Status Form

Name: ____________________________ Position: ____________________________

Date submitted: ____________________________

URL http://

Primary focus of the web site:

What material is deemed objectionable:

Reviewed by: ____________________________ Date reviewed: ____________________________

Action taken: ____________________________
Remove URL from Blocked Status Form

Name: ____________________________  Position: ______________________

Date submitted: ______________________

URL http://

Primary focus of the web site:

Academic value of material being sought:

Reviewed by: ______________________

Date reviewed: ______________________

Action taken: ______________________________________________________

______________________________________________________________

______________________________________________________________
CENTRAL LEE COMMUNITY SCHOOL DISTRICT

Bona Fide Research/Other Lawful Purpose Form for Disabling Internet Filtering Software

Name: _______________________________ Position: __________________

Date submitted: __________________________

Reason that requires full access to the internet with no filters:

________________________________________________________________________

________________________________________________________________________

Academic value of material being sought:

________________________________________________________________________

________________________________________________________________________

Reviewed by: __________________________ Date reviewed: ________________

Action taken:

________________________________________________________________________

________________________________________________________________________

I __________________________ accept the responsibility of full access to the internet for bona fide research or other lawful purposes. I understand that I am the only one authorized for full access and will not allow others to use this access for any reason. Once I am completed with this research, I will notify the administration so the filters can be re-enabled.

Signature __________________________ Date __________________________

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