

Section 300: Instruction

Internet Safety and Acceptable Use (Administrative Rule)

Code #363.02AR

Independent use of Tri-County Area School District computers for accessing Internet resources will be provided to those who agree to the guidelines set forth in this policy. Independent use constitutes use of Internet in the computer labs, Library Media Centers, and classrooms outside of formal, supervised instructional use. District staff will monitor independent use. Independent access and use will be permitted only upon submission of a user agreement/parental consent form which has been signed by the user and (if under 18 years of age) his/her parent(s)/guardian(s). The District supports and respects each family's right to decide whether or not to accept the District's guidelines and apply for independent school access and use. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Access to Internet resources is a privilege, not a right. Internet access is provided for students, staff, and community members of the District to conduct research and communicate with others, provided that the users agree to act in a responsible, ethical, and legal manner. General school rules regarding behavior and communications apply. Activities that would violate District policies are forbidden. All specific classroom rules and procedures also apply when using Internet in that classroom. In addition, since use of external networks are involved, policies governing such use are also applicable and must be adhered to. The school staff will use the Internet in formal instruction with a class, a group of students, or individual students to access information resources and to teach personal responsibility and online safety while using Internet based resources. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Cyberbullying awareness and response will also be addressed

Unacceptable conduct includes accessing, communicating, displaying, downloading or sending messages, pictures or any other material that is unlawful or likely to be considered obscene, pornographic, offensive, defamatory, harassing, or inappropriate. Inappropriate use includes, but is not limited to , recreational games and forms of electronic communications (such as e-mail, chat rooms, instant messaging, posting to bulletin boards and newsgroups), unless authorized by the Network Administrator for educational purposes. Users must not employ District computer resources for commercial purposes. Users must not attempt to circumvent the Internet filters to gain access to blocked materials

Users must not misuse, abuse, vandalize, tamper with, or alter computer hardware, software, or networks. Developing, uploading, or downloading programs designed to

disrupt or damage any hardware or software (i.e. viruses) are forbidden. Users may not download excessively large files. Users must not intentionally waste District resources.

Users must not use or attempt to use or access another's password, account, computer files or work, or seek to gain unauthorized access to information resources, with or without permission. Users must not reveal another person's home address or telephone number or participate in any activity posing potential risks to anyone. Specifically, disclosure, use or dissemination of personal identification information of minors is prohibited. Users must not violate copyright laws. Users must report any suspected security problems or misuse of the system by another user to supervising school staff.

Consequences for Failure to Abide by Technology Guidelines

Students violating District Technology Guidelines will be subject to the following consequences:

First Offense: Verbal reprimand will be given by the building Principal or designee, and the violation will be documented in the student's file. The student will be monitored by District Staff and the Network Administrator for further violations for a timeframe determined by the building Principal or designee.

Second Offense: Student use of technology will be restricted to use for classroom purposes only, while under direct supervision of the classroom teacher. Parental contact will be made by the building Principal and the violation will be documented in the student's file. The issuance of a Second Offense will also result in moving up a step on the disciplinary scale. The student will continue to be monitored by District Staff and the Network Administrator for further violations for a timeframe determined by the building Principal or designee.

Third Offense: Technology privileges will be revoked for a period of time to be determined by the building Principal and the Network Administrator. Parental contact will be made by the building Principal and the violation will be documented in the student's file. The issuance of a Third Offense will also result in moving up a step on the disciplinary scale.

Depending on the seriousness of the violation, the progression of consequences may be accelerated by the building principal or designee with input from the Network Administrator

Depending on the seriousness of the violation, offenses can be carried over from year to year.

Staff violating District Technology Guidelines will be subject to disciplinary action by school officials.

Violations of this policy, as determined by the Network Administrator (under the direction of the District Administrator and the Board), may result in loss of access privileges. Violations may result in other disciplinary and legal action as well. Furthermore, the District is not responsible and will not be liable for any damage, harm, or injury caused by individuals who violate this policy. The administration, faculty, or staff of the District may request that the Network Administrator deny, revoke, or suspend specific user access at any time as a result of violation of this policy.

The District will not be responsible for damages which users may suffer, or claim to have suffered, as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by errors or omissions of the users or the District. The District specifically disclaims any responsibility for the accuracy or quality of information obtained through the services provided for in this policy.

The District retains ownership and possessory control of its computers, hardware, and software at all times. System operators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that communications and use will always be private.

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