

Internet Use Regulations

Template

[your district name and number]

A. Rights and Responsibilities

Internet access is a privilege offered each academic year to some of the staff and students of the [your district name]. With this learning tool, students and staff must understand and practice proper and ethical use. District staff that have signed the "Employee Internet User Agreement letter" are encouraged to use the Internet before/after work or while on a break to gain experience on how to use and explore the Internet. Parents/guardians will be notified that their students may be using District resources or accounts to access the Internet.

This regulation requires that all electronic resources and materials be consistent with District-adopted guidelines; supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles and abilities of the students. Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world.

On a global network, it is impossible to effectively control the content of data. The District will employ appropriate means available to attempt to limit access to inappropriate or offensive material. The School Board believes that the benefits to students from access to Internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians must sign a letter if they do not want their child/children to access the Internet. The District will assume your children have your permission to use the Internet unless the attached form is returned to the school.

Teachers and staff will use the parent's letter that requests no access to the Internet for their children to monitor the parent's request. Please be aware the schools' library systems are computerized and are accessed only through the Internet. Also, the Internet is used extensively for research, including ISD [your district #] District-wide research sites [World Book Encyclopedia, Pro Quest and other educational resources]. If you return this form, your child's use of Library Media Center resources will be limited to only word processing, individual computer applications and other school non-electronic resources.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications as outlined in the School Discipline Policy # 5085 shall apply to all students. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

B. Ethical Use Expectations

1. Use of [your district name] Internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects.
2. Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to a teacher, principal, supervisor or other appropriate authority.
3. [your district name] are not responsible for unauthorized financial obligations resulting from staff or student users of the District or Internet access accounts.
4. Use of [your district name] Internet access or accounts for unauthorized commercial use and/or financial gain of the user is prohibited.
5. Users storing information on District diskettes, hard drives or servers do so at their own risk.
6. Users will respect the legal protection provided by copyright, trademark, licenses and other laws to programs, data and documents as referenced in the Copyright policy [your number].
7. All users will use [your district name]' services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:
 - a.) Wide scale distribution of messages to forums or mailing lists unrelated to current classroom topic.
 - b.) Propagation of computer viruses or worms.
 - c.) Use of the network to make unauthorized entry into other computational, information or communication devices or resources. (This includes unauthorized security probing activities or other attempts of evaluate the security integrity of a network or host system.)
8. Vandalism and harassment will not be tolerated.

(Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, [your district name] or other networks that are connected to the [your district name] network. This includes, but is not limited to, the uploading or creating of computer viruses.)

(Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited mail.)
9. The [your district name]' computer system may not be used for illegal or criminal purposes.
10. Obstructing other users' work by consuming excessively large amounts of system resources (disk space, CPU time) or by deliberately crashing the machine(s) will not be tolerated and is subject to discipline.
11. Users will not

- a.) attempt to gain unauthorized access to the Districts' system or any other system through the computer system,
- b.) attempt to log in through another person's account, or use computer accounts, access codes or
- c.) network identification other than those assigned to the user.

12.If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate District official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation. A user may also in certain rare instances access otherwise unacceptable materials if

- a.) necessary to complete an assignment and
- b.) only if done with the prior approval of and with appropriate guidance from the appropriate teacher.

C. Electronic Mail (E-mail)

Like other forms of communications, it is expected that E-mail messages will follow the rules of courtesy outlined in [your district name] Network Procedures. Attempts to read another person's electronic mail or other protected fields will be subject to discipline. If a user's E-mail is stored on the District Post Office, messages older than 100 days will be automatically deleted. If a user desires to save a copy of an E-mail, he or she must print a hardcopy or save the message in an authorized hard drive or floppy disk.

D. Limited Expectation of Privacy

1.By authorizing use of the [your district name] system, The District 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 District system.

2.Routine maintenance and monitoring of the Districts' computer system may lead to a discovery that a user has violated a policy or the law.

3.The telecommunication network is owned and operated by Duluth Public Schools for the expressed use of staff and students in education related activities. The District retains the right to monitor activity of users consistent with the law.

4.Data maintained on the [your district name] system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act).

5.Parents have the right to request to review the contents of their child's files and E-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. Web Publishing

1.Students should not be easily identifiable from materials they might publish on the Internet. Only the student's first name will be used in published student work.

2. Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.

3. If replies to published student work are appropriate, the sponsoring staff member's E-mail address will be displayed. See paragraph F (2) for exception.

4. If student-identifying information is required, a parent-signed release form will be kept on file for 2 years.

5. All students' web pages will be posted under the District Home Page for that student's school.

6. The sponsoring staff member will review all Student Web Pages prior to authorizing publication, to assure compliance with this regulation.

F. Student E-mail Accounts

1. Normally, students will use the sponsoring staff member's E-mail account.

2. In cases like special projects, a staff member may request a group of E-mail accounts that will have a time limit for expiration. The maximum time limit is one semester. The sponsoring staff member must request these accounts a minimum of six weeks in advance. Prior to a student using a District E-mail account, a signed parental permission slip must be on file at the school.

G. Internet Use Agreement

The purpose of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the [your district name]. The Internet Use Agreement form must be read and signed by District employees and returned to the [your location of choice].

The District will assume your child/children has your permission to use the Internet unless a letter is returned to the child's school. A form letter is attached to their regulation. The form must then be filed at the school office.

H. Limitation of School District Liability

Use of the [your district name] computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the Districts' diskettes, tapes, hard drives or servers. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Districts' computer system. The District will not be responsible for financial obligations arising through unauthorized use of the Districts' system or Internet. The District does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit or terminate any or all Internet and computer use. The District network is a private network used as an educational tool by ISD [your district #] employees and students. The network is monitored electronically.

References: MSBA/MASA Model Policy 524

Rochester School District Internet Use Policy

[your district name] Policy [your policy #] (School Discipline Policy)

[your district name] Policy [your policy #] (Copyright Policy)

MSA 13

Bloomington School District Internet Use Policy

[your district name] Policy 3187 (Use Policy for Technology and Internet Access)

Approved: [date] ISD [your district #]

Revised: 7-21-98

9-21-99

2-15-2000

11-16-2000

Only return this form signed if you DO NOT want your children to have Internet access.

Return By: _____

Dear Parents or Guardians:

Your children need your permission to use the Internet in the [your district name]. We realize the vast amount of paperwork that is required for you to complete for each child that attends our schools. Therefore, in order to reduce this workload, we will assume your children have your permission to use the Internet unless this form is returned to your children's school(s).

The [your school name or district] have taken precautions to attempt to limit access to inappropriate or offensive materials. However, parents/guardians must recognize it is impossible for the District to restrict access to all inappropriate or offensive materials. If you or your child find a site that is inappropriate or offensive to you, please report the site address (URL) to [person or department you select]. A review of the site will be made based on District policy.

Teachers and staff will use the parent's letter that requests no access to the Internet for their children to monitor the parent's request. Please be aware the schools' library

systems are computerized and are accessed only through the Internet. Also, the Internet is used extensively for research, including ISD [your district #] District-wide research sites [World Book Encyclopedia, Pro Quest and other educational resources]. If you return this form, your child's use of Library Media Center resources will be limited to only word processing, individual computer applications and other school non-electronic resources.

I, _____,(print name) do not want my children to have access to the Internet.

Please list each child you do not wish to have access to the Internet, along with their grade and school. Return a copy of this form to each school's Principal's office.

Children's Name

Grade

School Attending

Parent/Guardian's

Signature _____ Date _____

Sincerely,

[Technology Coordinator's name]

[Title]

Need to Know Facts about the District Internet and E-Mail Policy

1. Although the District encourages the use of its technology equipment, users must comply with all governing Policies and Regulations.
2. The computer and network is not the students' or staffs' private system. The District Technology personnel and school technology coordinators can monitor it at any time.
3. Information stored on District computers should not be personal information. It can be deleted when repairs are done.
4. E-mail is not confidential medium for transmitting personal information.
5. E-mail can be reviewed by others and should be used only for legitimate educational purposes or as authorized.
6. If a student is using a District E-mail account, they should be informed that their E-mail can be monitored and the discipline policy enforced if infractions occur.
7. There is no guarantee of privacy when using any school technology.
8. Students should be advised not to give personal information over the Internet. This information includes, but is not limited to, their full name, telephone number, and home address.
9. When exchanging or sharing records with other school districts or public agencies, District staff must insure that safeguards are in place to protect the privacy rights of students under federal law. This includes that the mode of delivery is secure and the agency receiving the information has the rights to the information. These rules of confidentiality apply to student records that are computerized.
10. The District does filter and/or block objectionable sites. All users can request a site to be blocked or unblocked. The school media specialist can help users request blocks or unblocks of sites.