

## EDUCATIONAL PROGRAM - Series 600

### 603 Instructional Arrangements

#### 603.16 Internet - Appropriate Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

##### I. Responsibility for Internet Appropriate Use

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as a world-wide network of networks with a common protocol used for gaining appropriate information.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

##### II. Internet Access

- A. The Internet can provide a vast collection of educational resources for students and employees. Access to the Internet is available to faculty and students as a source of information and a vehicle of communication.
- B. Students will be able to access to Internet through the faculty. Individual student accounts and electronic mail addresses will not be issued to students at this time.
  - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
  - 2. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable

material.

1. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
2. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
3. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
4. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
5. The school district makes no guarantees as to the accuracy of information received on the Internet

III. **Permission to Use Internet - Annually students and parents will complete a notification and permission form. Students will not have access to the Internet without the signed permission form.**

Student Use of Internet

- A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette
  1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  2. Students should adhere to on-line protocol:
    - a. Respect all copyright and license agreements.
    - b. Cite all quotes, references and sources.
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  3. Student access for electronic mail will be through the supervising teacher's

account. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. Students should adhere to the following guidelines:

- a. Others may be able to read or access the mail so private messages should not be sent.
  - a. Delete unwanted messages immediately.
  - b. Use of objectionable language is prohibited.
  - c. Always sign messages.
  - d. Always acknowledge receipt of a document or file.
- A. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- B. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
- C. Student Internet records and access records are confidential records treated like other student records.

#### V. Student Violations--Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 9 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year.

Adoption Date: April 8, 1996

Review Date: March 6, 2001  
June 12, 2006

Revision Date:

Legal References: Iowa Code S279.8 (1995).

Cross References: 502 Student Behavior and Discipline  
505.6R1 Use of Student Records Regulations  
603.13 Media Centers  
603.4 Selection of Instructional Materials  
603.12 Technology and Instructional Materials