

## Shallowater ISD Internet Use Policy and Procedures 2016 – 2017

The Internet is a source of instructional material to which students and staff members have access both in and outside of schools. The Internet provides access to curricular and other educational material, and experience in searching for, finding, evaluate, and using information delivered electronically.

The Internet can be accessed through an increasing variety of electronic devices including those beyond what is provided by the school district. Resources and the material available on the Internet vary in quality and appropriateness for school instructional purposes. Materials entering a school via Internet-based sources and resources may have not been selected ahead of time in a manner similar to the way other instructional material is selected, such as textbooks, software, or library books.

Internet safety issues also arise around the access to and use of the Internet, Internet-ready, and other electronic devices in a manner that promotes safe, civil, and legal online activity for children, digital citizenship and literacy, and recognizing and responding to cyberbullying. Issues of protecting children from scams, cybercrimes, including crimes by online predators also arise.

To allow students and staff access to instructional material from the Internet, to help prevent access to material which is deemed appropriate for classroom use, and to promote safe and appropriate online behavior, the following four-part approach is instituted whenever a student or staff member is accessing Internet material from a district facility.

### **1. Network Use Agreement**

Any student or staff member using the Internet from a computer in a Shallowater ISD facility must have a valid, Network Use Agreement on file.

### **2. Filter**

All district-owned computers in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material.

### **3. Supervision**

When students use the Internet from school facilities, District employees will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the materials selection procedures or the Network Use Agreement/Acceptable Use agreement, the District staff member may instruct the person to cease using that material, and/or implement sanctions contained in the Network Use Agreement.

### **4. Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## Procedures for Internet Acceptable Use

The Shallowater Independent School District's network has a limited education purpose. The district's Internet and intranet systems have not been established as a public access service or a public forum. The Shallowater Independent School District has the right to place restrictions on use to ensure that the use of the system is in accord with its limited educational purpose. In order to implement its Internet Use Policy, Shallowater ISD will implement the following procedures.

1. Shallowater ISD's Internet Use Policy represents a good faith effort to promote the safe, ethical, responsible and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet and ensure accountability.
  - a. Staff, students and others with access to the district network will be required to sign a Network Use Agreement.
  - b. Student and staff users of the district Internet system will receive instruction regarding Shallowater ISD's Internet system and their rights and responsibilities under this policy.
  - c. Student use and activities will be structured in a manner that is appropriate to the age of the students and supporting safe, responsible, independent use by older students.
  - d. Procedures will be established and implemented and instruction provided relative to the access and use of the district Internet system by non-district personnel, including but not limited to, contractors, agency service providers, parents, or other non-district users.
  
2. Student use of the district network will be governed by this policy, related district and school procedures and regulations, and the student disciplinary Code of Conduct. Staff use will be governed by this policy, related district and school procedures and regulations, and district employment policy. The Due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the district Internet system. Users have limited privacy expectations in the contents of their personal files and records of their online activity while on the district system.
  - a. The district will implement guidelines for the use of student-owned personal digital devices in the context of instructional activities that are in accord with the provisions set forth in this policy, with the exception that it is recognized that these devices operate outside of the district system and thus are not subject to district use of technology protection measures to block or monitor access. All regulations will be consistent with legal standards and laws related to search, seizure, and review. Any implementation of the use of student-owned personal digital device for instructional use is based on campus operational procedures and will be provided by the authority of the campus principal.
  - b. If the district allows some district computers to be taken home and allows access to Shallowater ISD's Internet system, the district will implement regulations related to the use of these computers when off-campus that seek to ensure the safety and security of students and the appropriate education use of district resources.
  
3. Shallowater ISD makes no warranties of any kind; either express or implied, that the functions or the services provided by or through Shallowater ISD's network will be error-free or without defect. Shallowater ISD will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. Shallowater ISD is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold Shallowater ISD harmless from any losses sustained as

a result of misuse of the system by user. Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against Shallowater ISD.

4. Shallowater ISD will protect against access to materials that are considered inappropriate for users to access through the district network in the following manner:

a. District regulations will designate certain categories of materials as Prohibited, Restricted, or Limited Access Material.

i. Prohibited material may not be access by the students or staff at any time, for any purpose. This includes the material to be restricted under the Children’s Internet Protection Act.

ii. Restricted material may not be accessed by elementary or middle school students but may be accessed by high school students in context of specific learning activities that have been approved by the campus administrator or by staff for professional development purposes.

iii. Limited access material is material that is generally considered to be non-educational or entertainment. Limited access Material may be accessed in the context of specific learning activities that are directed by a teacher.

b. Shallowater ISD will implement the use of a Technology Protection Measure, or filter, to protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children’s Internet Protection Act. The filter may also be configured to protect access to other material considered inappropriate for students to access.

c. The filter may not be disabled at any time that students are using the network, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act.

d. Authorized staff may override the filter to access sites containing appropriate educational material. The building principal will implement procedures to ensure that teachers and students can readily override the filter if it is blocking access to sites considered necessary for the instruction or learning activities. The determination of whether material is appropriate for instructional use shall be based on the content of the material and the intended use of the material, not on the protection actions of the filter.

e. All school staff with direct responsibilities for the safety and well-being of students will have the authority to immediately override the filter to review material related to safety concerns. Those with such responsibilities include but are not limited to administrators, counselors, and school resource officers.

5. Shallowater ISD will implement procedures to supervise and monitor student use of the internet through staff supervision and technical monitoring. Student use of the network will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

6. Shallowater ISD and its campuses will establish regulations and procedures to protect the safety and security of students when using direct electronic communications, including the instructional use of email, instant messaging, blogs, wikis, social networking and other similar interactive communication technologies.

7. The Student Network Use Agreement developed pursuant to this policy will include requirements that address the following safe and responsible use issues:

a. Access to inappropriate material.

b. Privacy and communication safety standards for self and others

- c. Unlawful activities, including computer security violations, actions taken to disrupt the performance of a computer system, and the use of the Internet to engage in other criminal acts.
- d. Inappropriate language.
- e. Plagiarism and copyright infringement.
- f. Actions or use that may disrupt or jeopardize the security or effective performance of Shallowater ISD's network or the Internet.
- g. Any actions, including harassment and bullying, that are in violation of the Student Handbook/Code of Conduct.
- h. Other related issues from the Student Handbook/Code of Conduct.

8. Shallowater ISD will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students.

- a. Shallowater ISD will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws.
- b. Shallowater ISD will implement regulations for staff pertaining to the transmission of student confidential information when accounts are established or information is provided by or about students on third party websites.
- c. Shallowater ISD will implement regulations addressing the disclosure of student information and images and posting of student-created material on Shallowater ISD's website to ensure that such postings are in compliance with the federal and state student privacy laws. These regulations will provide greater privacy protection for younger students and allow greater disclosure for older students.
- d. The district prohibits student-teacher interaction (friending, etc.) on social networking sites unless such interaction is specifically educational in nature and related to instruction around appropriate online behaviors.

9. Shallowater ISD will educate minors about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

- a. Shallowater ISD will establish a committee that will incorporate curriculum that will address issues related to personal safety when using interactive technologies, as well as digital media literacy. The committee will include, but not be limited to, K-12 Curriculum and Instruction, educational technologists, library media, instructors, and at least one parent representative.
- b. Age appropriate materials will be made available for use across grade levels.
- c. Training and online safety issues and materials implementation will be made available for administration, staff, and parents.

10. Student's constitutional rights to freedom of speech and freedom to access information will be protected when they use the Internet in school. Shallowater ISD's network is a limited public forum. Shallowater ISD may restrict access to materials or may place restrictions on student speech for valid educational reasons. Shallowater ISD will not restrict student access to information or speech or posting of speech based on viewpoint discrimination.

11. Shallowater ISD will implement copyright management regulations that will protect the rights of copyright holders, including students and staff, related to material that is accessed through Shallowater ISD's Internet system or placed on district and school web sites.

12. Student and staff access to Shallowater ISD's Internet system will be in full compliance with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 1973, as well as (name of state civil rights laws).

13. Each school will provide an annual written notice to the parents/guardians of students about the district Internet system, the policies governing its use, and the limitation of liability of the district.

- a. Upon enrollment in a school, parents/guardians must sign a Internet/Network Use Agreement. (IUA/NUA). The IUA/NUA will be effective for as long as the student attends the particular school.
- b. The IUA/NUA will address the requirements for safe and responsible use. It will also solicit parent permission for the posting of information, images, and work products of students in under copyright law and federal and state privacy laws.

14. The administrative responsibilities of Shallowater ISD's administrative staff related to Shallowater ISD's network are as follows:

- a. The superintendent, or his/her designee, will serve as the coordinator to oversee the District Internet system. The superintendent is authorized to develop regulations and agreements for the use of the District's Internet system that are in accord with this policy statement, and other district policies.
- b. The building administrator, or his/her designee, will serve as the building-level coordinator for Shallowater ISD's Internet system. He/She, in conjunction with both Information and Educational Technology staff and the Superintendent, will implement building-level regulations necessary to implement this policy and district regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy and related regulations at the building level.
- c. Shallowater ISD's School Board will be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by schools under this policy. The school Technology Department will provide input and feedback obtained from staff, students, parents, and the community to allow for ongoing evaluation of the district's Internet Usage Policy and Procedures.