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524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the District computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the District computer system and the Internet, including electronic communications, the District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the District computer system and to the Internet enables District students and staff to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that staff will blend thoughtful use of the District computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The District is providing students and employees with access to the District computer system, which includes Internet access. The purpose of the system is more specific than providing District students and staff with general access to the Internet. The District system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of the District and District policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

- A. The use of the District system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the District system or the Internet may result in one or more of the following consequences:
 1. Suspension or cancellation of use or access privileges;

2. Payments for damages and repairs;
3. Discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or
4. Civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the District system and Internet resources or accounts are considered unacceptable:
1. Users will not use the District system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the District system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the District system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the District system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the District system software, hardware or wiring or take any action to violate the District's security system, and will not use the District system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the District system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the District system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs of students, or other information that would

make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. This policy will allow the posting of work related information for staff on the internet. This could include a photograph, school phone number, email address and a short bio.

7. Users must keep all account information and passwords on file with the designated District official. Users will not attempt to gain unauthorized access to the District system or any other system through the District system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the District system may not be encrypted without the permission of appropriate District authorities.
 8. Users will not use the District system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any District computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the District system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the District. Users will not use the District system to offer or provide goods or services or for product advertisement. Users will not use the District system to purchase goods or services for personal use without authorization from the appropriate District official.
- B. 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. In the case of a District staff member, the immediate disclosure shall be to the District staff member's Convener. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a District staff member, the building Convener

VI. FILTER

- A. With respect to any of its computers with Internet access, the District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will attempt to block or filter Internet access to visual depictions that are:
1. Obscene;
 2. Pornographic; or
 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. This could include but is not limited to sites promoting violence, discrimination, illegal substances, bomb making, and even online selling/auction, chat rooms, or forums that detract from the academic purpose of the school.
- C. A District staff member may disable the technology protection measure, during use by a student or District staff member, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District computer system and use of the Internet shall be consistent with District policies and the mission of the District.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the District 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.
- B. Routine maintenance and monitoring of the District system may lead to a discovery that a user has violated this policy, another District policy, or the law.
- C. An individual investigation or search will be conducted if District authorities have a reasonable suspicion that the search will uncover a violation of law or District policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and email files. Parents have the right to request the termination of their child’s individual account at any time.
- E. District staff members should be aware that the District retains the right at any time to investigate or review the contents of their files and email files. In addition, District staff members should be aware that data and other materials in files maintained on the District system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with District policies conducted through the District system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of District students, parents and staff.
- B. This policy requires the permission of and supervision by the designated District staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for District staff must be signed by the staff member. The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the District 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 school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the District system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the District policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with District policies.
 - 2. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District diskettes, hard drives or servers.
 - b. Information retrieved through District computers, networks or online resources.
 - c. Personal property used to access District computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of District resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of District sponsored/managed

Internet accounts.

4. Notification that, even though the District may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 527, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District system and of the Internet if the student is accessing the District system from home or a remote location.
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the District's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The District may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines, forms and procedures shall be an

addendum to this policy.

- B. The District shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the School Board shall conduct an annual review of this policy.