

NETWORK/INTERNET ACCESS AND THE EDUCATIONAL PROGRAM

Policy Code: 3225/7320

Approved: 05-10-04

The Iredell-Statesville Schools Network/Internet is a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of the board. Through the Internet, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

As the Iredell-Statesville Schools Network/Internet is made available in the schools, the use of the Iredell-Statesville Schools Network/Internet should be integrated into the educational program. The Iredell-Statesville Schools Network/Internet should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using the Iredell-Statesville Schools Network/Internet in the curriculum guides as provided in board policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of the Iredell-Statesville Schools Network/Internet into their lesson plans.

The superintendent shall ensure that school district computers with Iredell-Statesville Schools Network/Internet access comply with federal requirements regarding filtering software and Internet safety policies. The superintendent will develop any procedures necessary to meet such requirements.

REQUIREMENTS FOR USE OF THE Iredell-Statesville Schools Network/INTERNET

The use of the Iredell-Statesville Schools Network/Internet is a privilege, not a right. Any users of the Iredell-Statesville Schools Network/Internet, including staff and students, must comply with the following requirements.

- The Iredell-Statesville Schools Network/Internet is provided for school-related purposes only. No right of privacy exists in any communication on the Iredell-Statesville Schools Network/Internet. The school district may monitor all communication and intercept e-mail messages as a part of ensuring compliance with board policy and applicable laws and regulations. The school district shall monitor all online activities of minors who access the Iredell-Statesville Schools Network/Internet via a school-owned computer.
- Students must meet all standards of expected student behavior and comply with all board policies and school standards and rules.
- Employees must comply with all relevant board policies in using the Iredell-Statesville Schools Network/Internet.
- No user of the Iredell-Statesville Schools Network/Internet, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing or transmitting images, documents or other material that is obscene, defamatory, pornographic harassing or considered to be harmful to minors.

- All applicable laws and board policies apply, including those relating to copyrights/trademarks, confidential information and public records. Any use that violates state or federal laws is strictly prohibited.
- When using e-mail, chat rooms or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as home address or telephone number, of themselves or fellow students. In addition, school personnel shall not disclose on the Internet personally identifiable information concerning students without the permission of a parent/guardian or an eligible student, as provided in the Family Educational Rights and Privacy Act (FERPA) or board policy 4700, Student Records.
- Users of the school district computer system or Internet access are prohibited from engaging in unauthorized or unlawful activities such as “hacking” or using the computer network to gain or to attempt to gain unauthorized or unlawful access to other computers or computer systems. Users shall not trespass in files, folders or storage areas of any kind of other users, the school district or other computer networks.
- If a user can identify a security problem on the Iredell-Statesville Schools Network/Internet or the school computer system, he/she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access
- User names and passwords must be kept confidential. Therefore, users are prohibited from using another individual’s user name and password.
- Passwords used for access to financial/information systems (not email) must be a minimum of six characters in length, must not contain any part of the user’s name or social security number, and should be a mixture of alphabetic and numeric characters.
- Passwords used for access to financial/information systems must be rotated a minimum of every six months or in accordance with the security regulations of the information system.
- Teachers will make reasonable efforts to supervise a student’s use of the Internet during instructional time.
- Use of the Iredell-Statesville Schools Network/Internet for commercial gain or profit is not allowed from an educational site.
- Views may be expressed as representing the view of the school district or part of the school district only with prior approval by the superintendent or his or her designee.
- Users are prohibited from knowingly introducing malicious programs, e.g., viruses, worms, etc., into the Iredell-Statesville Schools Network.

Failure to comply with the above requirements can result in disciplinary action up to and including possible dismissal by the Superintendent and Board of Education.

Restricted Material

Before a student may use the Internet for any purpose, the parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to the school district monitoring the student's e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that there is information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. The school district will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. The school district will install or will ensure that its Internet service provider installs a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered child pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide educational research or other lawful, educational purpose. The school district will not limit access to the Internet for the purpose of restricting access to political ideas or social perspectives if the action is not rated simply by a school district official's disapproval of the ideas involved. However, the user is ultimately responsible for his or her activity on the Internet.

Legal Reference: U.S. Const. amend. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-391, -325(e)

Cross Reference: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Complaint (policy 3230/7330), Standards of Expected Student Behavior (policy 4310), Public Records (policy 5070), Staff Responsibilities (policy 7300)

Adopted:

Iredell-Statesville Schools Code of Ethics

Revised May 10, 2004

1. The user shall accept the responsibility for all materials received and sent through telecommunications.
2. Users will limit their pursuit of information through electronic sources to curriculum related activities.
3. Extensive personal use of the network is prohibited.
4. Any use of the network for commercial gain or profit is prohibited.
5. Inappropriate and/or illegal use of this technology may result in the loss of use, disciplinary action, and/or legal action. This includes, but is not limited to the transmission of or access to obscene, threatening or @ copyrighted materials. Messages relating to or in support of illegal or unethical activities will be reported to the proper authorities.
6. Users will use proper network etiquette. The use of inappropriate language or graphics, insult or harassment is not acceptable.
7. User ID/Passwords shall be kept confidential. Users are prohibited from using another individual's password.
8. Internet access and activity are not guaranteed to be private. All activity is monitored, and those who maintain and operate these systems have access to all tracking and may report unethical or illegal activities to the appropriate authorities.
9. Electronic mail is not guaranteed to be private. Those who maintain and operate the electronic mail systems have access to all mail and may report unethical or illegal activities to the appropriate authorities.
10. Approval is required from the principal prior to subscribing to a newsgroup and/or listserv from the network. Participation in chat groups is prohibited.
11. Users are advised not to give out personal information such as a home address, phone number or last names to anyone via electronic networks.
12. Users will accept the responsibility of keeping copyrighted software of any kind from illegally entering the school over electronic networks. Observe copyright law when downloading information.
13. Appropriate bibliographic citations must be given for all information obtained via the Internet. It is unethical to plagiarize Internet resources just as it is unethical to plagiarize print resources.
14. The vandalism of computer hardware, software, electronically maintained data, or network systems will result in the notification of the appropriate authorities, the immediate cancellation of user privileges and will require restitution.
15. Files from outside source must be scanned for viruses. Utilities are provided by the ISS Technology Department.
16. Passwords used for access to financial/information systems must be a minimum of six characters, must not contain any part of the user's name or social security number, and should be a mixture of alphabetic and numeric characters. The passwords must be rotated a minimum of every six months or in accordance with the security regulations of the information system.

IREDELL-STATESVILLE SCHOOLS

ACCEPTABLE USE POLICY

INSTRUCTIONAL STAFF RESPONSIBILITY

Revised May 10, 2004

It is expected that instructional staff in Iredell-Statesville Schools will use Iredell-Statesville Schools' Internet accounts for instructional purposes. Instructional staff members should maintain the highest ethical behavior in use of the Internet and should promote that behavior among students. It is the responsibility of staff members to:

- 1) Supervise all students using Internet resources. It is essential that students using the Internet independently have an instructional staff member's permission to do so as well as signed permission forms from parents or guardians on file.**
- 2) Point students toward worthwhile sites on the Internet that will amplify their knowledge and experience in curricular areas. Lesson preparation is required if students are to use Internet resources widely.**
- 3) Ensure that all independent student users are informed annually of the guidelines of the Telecommunications Code of Ethics.**
- 4) Follow the same criteria for Internet resources that are operable for all instructional materials under the Iredell-Statesville Schools' Selection Policy.**
- 5) Adhere to the Telecommunications Code of Ethics for the Iredell-Statesville Schools.**
- 6) Understand that failure to comply with the Telecommunications Code of Ethics which is a part of Iredell-Statesville Schools Board Policies 3225/7320, could result in disciplinary action up to and including dismissal.**

(signature)

(date)

IREDELL-STATESVILLE SCHOOLS

ACCEPTABLE USE POLICY

NON-INSTRUCTIONAL STAFF RESPONSIBILITY

Revised May, 10, 2004

It is expected that non-instructional staff in Iredell-Statesville Schools will use Iredell-Statesville Schools' Internet accounts for purposes related to the school district. Staff members should maintain the highest ethical behavior in use of the Internet and should promote that behavior. It is the responsibility of staff members to adhere to the Telecommunications Code of Ethics for the Iredell-Statesville Schools. It is also the responsibility of staff members to understand that failure to comply with the Telecommunications Code of Ethics which is a part of Iredell-Statesville Schools Board Policies 3225/7320, could result in disciplinary action up to and including dismissal.

(signature)

(date)

Dear Parents:

The Iredell-Statesville Schools have the ability to enhance your child's education through the use of computers and telecommunications. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to both teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With this educational opportunity also comes responsibility. It is important that you and your child read the attached TELECOMMUNICATIONS CODE OF ETHICS and discuss it together. When your child is allowed to use the computer for telecommunications, it is extremely important that the rules are followed. Inappropriate use of materials and equipment may result in the loss of the privilege to use this educational tool. Some information on the Internet has no value in the school setting. Although we are unable to control this information, we will make every effort to instruct students on proper use of the Internet and to provide them with active supervision while they are using it.

Before your child may use the Internet independently, you and your child will be required to sign an AGREEMENT FOR ACCEPTABLE USE and return it to his/her teacher. In the event you prefer that your child not have independent access to the Internet at school, please indicate that on the agreement.

We are excited about expanding the knowledge base in our schools by learning to use the resources on the Internet, and we invite your questions and suggestions as we go forward with technology.

Sincerely,

Principal

IREDELL-STATESVILLE SCHOOLS

AGREEMENT FOR ACCEPTABLE USE OF TELECOMMUNICATIONS

PARENT PERMISSION FORM

Student Agreement

I have read the TELECOMMUNICATIONS CODE OF ETHICS with my parents, understand it, and agree to comply with its procedures. I agree to only use the Internet with the permission and supervision of an authorized school employee. I understand that if I do not use the Internet appropriately, I may lose the privilege to use it.

(student's signature)
(optional for students in grades K-2)

(date)

Parent/Guardian Agreement and Consent

_____ **As the parent or guardian of this student, I have read and discussed the TELECOMMUNICATIONS CODE OF ETHICS with my child. I understand that this access in the Iredell-Statesville Schools is intended for educational purposes and that student users will be provided with supervision in using it. I also understand that since the schools cannot control the materials on the network, I cannot hold them responsible for inappropriate materials found on it. I DO hereby give permission for my child to independently access educational resources on the Internet.**

_____ **I DO NOT give permission for the student listed above to independently access the Internet at school.**

(parent/guardian signature)

(date)