

# Greater Albany SD 8J Administrative Regulation

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## **Electronic Communications System**

(Acceptable Use and Internet Safety Policy For Students, Staff and Guests)

The Greater Albany Public School District has invested significantly in technology that offers vast, diverse, and unique resources to students, staff and guests. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff, students and guests will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Our belief is that information technology is provided to support our school district mission and purpose. All other uses are secondary.

### **Technology Defined**

1. School District Technology Devices – The use of technology that is owned or leased by the Greater Albany Public School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to the use of audio, video and computer software, computers, peripherals, network and communications equipment and related hardware and video and audio equipment. District technology is to be used to enhance instruction, support learning and to develop staff and students professionally.
2. Personal Technology Devices – The conditions set forth in this policy shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, tablets, cell phones, PDAs, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the District and brought into the school by students, parents, visitors, or staff members.

### **Purpose**

Despite its significant value, it is possible to encounter materials and interactions while using the network that are not consistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the District provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the District. Casual wireless users (using personally owned technology) will have to accept district established terms and conditions electronically before use can commence.

## **Privacy**

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage on district equipment or personally owned devices. Further, the District reserves the right to scan and store system level information on personally owned devices connected to the District's network. All such information files shall be and remain the property of the Greater Albany Public School District and no user shall have any expectation of privacy regarding such materials. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

## **Internet Safety**

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user (student and adult) must take responsibility for his or her use of the Internet and make every effort to avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a teacher (students) or administrator (staff, public). Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a teacher (students) or administrator (staff, public).

Neither the District's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyber-bullying. Students' home and personal Internet use can have an impact on the school district's educational purpose and on other students. If students' personal Internet expression, such as a threatening message to a staff member or another student, or a website advocating violence or defamation of another's character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

The following Internet Safety guidelines along with the Acceptable and Unacceptable Use examples in sections V and VI serve as policy to be enforced by the District.

1. Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. 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 or perverted sexual acts, or a lewd exhibition of the genitals;

- c. And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Guard your personal safety. Users should not reveal personal information such as home address, telephone number, credit card numbers or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent or guardian.
3. "Hacking" and other illegal activities are prohibited. Using the District's network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
4. Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.
5. Install Active Restriction Measures. The District, either by itself, or in combination with the Internet Provider, will utilize filtering software or other technologies to protect against users accessing visual depictions that are:
  - a. Obscene (as defined in Section 1460 of Title 18 USC);
  - b. Child pornography (as defined in Section 2256 of Title 18 USC); or
  - c. Harmful to minors (as defined in paragraph 1).

The district will also filter and/or monitor the online activities of users, through direct observation and/or technological means to ensure that users are not accessing such depictions or any other material that the Greater Albany School District determines is inappropriate.

### **Provide Instruction on Internet Safety**

The District will provide instruction on standards of Internet safety as part of the district's information technology courses, school assemblies as well as instruction within regular classrooms. The instruction will include appropriate use of social networking sites, communication tools, protection of personal information, and awareness of the dangers of cyber-bullying and sharing inappropriate images as defined in paragraph 1 under "Internet Safety."

### **Acceptable Use**

Examples of acceptable network use include but are not limited to:

1. Use consistent with the mission of Greater Albany Public School District.
2. Use of technology, including the Internet for curriculum activities.
3. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
4. Use in support of education, research and professional development.

5. Use that provides unique resources and collaborative projects with appropriate educational partners.
6. Use for general communication.
7. Staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about district students or staff must ensure that the data is secure and be needed to perform district business. Staff shall ensure that they are in compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

### **Unacceptable Use**

Examples of unacceptable use include but are not limited to:

1. Use for a commercial enterprise or political lobbying unless specifically authorized by the District.
2. Accessing or sending inappropriate material, images, and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, child pornography or harmful to minors, or photographing or creating digital images of an individual when a reasonable person would believe that the person's sexual or other intimate parts would not be visible to the public, and without the person's knowledge and consent.
3. Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user.
4. Unauthorized use of Internet chat rooms, social networking websites, and free e-mail accounts.
5. Use that causes congestion and disruption of networks and systems such as spreading viruses and attaching excessively large files.
6. Deliberate damage to any District technology.
7. Use of unauthorized software on District owned equipment such as non-commercial DVD's or CD's.
8. Unauthorized use of District technology for the production of non-school-related materials.
9. Personal use of District technology by staff or board not deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance or that violates the provisions of ORS 244.040. When personal use is permissible, such use is restricted to the employee's own time.

Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, librarian, or principal.

Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the information systems manager or the district administrator.

## **Personal Wireless Devices**

The Greater Albany Public School District offers wireless access in our buildings. Each time someone accesses the wireless network, s/he will have to agree to the terms listed below:

1. The district will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
2. The district will not be held responsible for any physical damage, loss or theft of the device.
3. The district is not obligated to supply electrical power access.
4. The district retains the right to maintain records of the connection, log all activity from personal wireless devices, and inspect any data transmitted or received utilizing the district's network or Internet connection.
5. Student use of devices will be at the discretion of the school and/or teacher.
6. Persons connecting devices to the wireless network agree to maintain current anti-virus software where applicable.
7. Illegal, destructive, harmful or any other inappropriate activities as listed under section VI herein is strictly prohibited.
8. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Greater Albany Public School District for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personal wireless device.

## **Violations/Consequences**

1. Students
  - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
  - b. Building and/or district administrators will meet with the student and parent/guardian(s) to discuss the violation, the impact on the victim(s), and continue the student's education in appropriate use of technology.
  - c. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
  - d. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
2. Staff
  - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.

- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
  - c. Violations of applicable Teacher Standards and Practices commission (TSPC) Standards for Competent and ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
  - d. Violations of state ethics laws (ORS 224.040) will be reported to the Oregon Government Ethics commission.
  - e. It is a violation of ethics laws to obtain financial or other benefits from district resources or proprietary information.
3. Others
- a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
  - b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

### **Intellectual/Artistic Property**

Property created by employees or volunteers as a function of their work is the property of the Greater Albany Public School District.

Property created by students for course credit may be retained by the District as a student record subject to the policy and laws that govern such records. The District may further extend its right to retain, reproduce, distribute and display student produced work.

### **Warranties and Indemnification**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District and the Internet Provider that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's Network.