

# Gresham-Barlow SD 10

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## **Electronic Communications System** General System User Responsibilities

### 1. Definitions

- a. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
  - (1) Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
  - (2) Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
  - (3) Harmful to minors.
- b. “Harmful to minors” as defined by CIPA 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;
  - (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 to minors.
- c. “Sexual act; sexual contact” as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
- d. “Minor” as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
- e. “Inappropriate matter” as defined by the district means material that is inconsistent with general public education purposes, the district’s mission and goals.<sup>1</sup>

### 2. General District Responsibilities

- a. The district’s electronic communications system includes all district computers, the Gresham-Barlow wide area network (WAN), school local area networks (LANs), E-mail system, Internet connections, servers and workstations, telephone system, and the related infrastructure.

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<sup>1</sup>As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

- b. The district's electronic communications system will be coordinated by the superintendent who will work with the network staff of other organizations as necessary to ensure the proper functioning of the system.
- c. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements.
- d. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. An administrator, supervisor or other individual authorized by the superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate.
- e. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web.
- f. Provide staff supervision to monitor the on-line activities of students to prevent unauthorized access, including "hacking" and other unlawful activities on-line, and ensure the safety and security of minors when authorized to use E-mail, chat rooms and other forms of direct electronic communication.
- g. The district's electronic communications policies and procedures will be produced and disseminated by the Board and superintendent. This will include the production of Internet use handbooks and parental notification documents as needed. The Board and/or superintendent will deem what is appropriate use.
- h. The district will take prudent steps to maintain the security of the system and data contained within it. However, information on any networked computer system cannot be guaranteed to be inaccessible by other users.
- i. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.
- j. The district reserves the right to maintain, monitor, and disclose the contents of logs of computer transmissions and disk space usage to ensure high quality of service and proper use of the system. Patterns of misuse by system users, as revealed through such logs, will be investigated as deemed necessary by district administrators. It is possible that system transmissions may be unintentionally opened during maintenance of the system.
- k. The district will inform system users that the district retains ownership and control of its computers and as such all files and other information, including E-mail, generated or stored on district servers are not private and may be subject to inspection; however, system or school administrators will not intentionally inspect the contents of computer transmissions and/or electronic mail sent or received by a system user unless required to do so by law, policies of the district or to investigate complaints regarding transmissions which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- l. The district may establish a retention schedule for electronic messages; this schedule will be subject to change as necessary to ensure high quality of service.

- m. Passwords used on the district’s system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited.
- n. Transmission of any materials regarding political campaigns is prohibited.

3. General Administrative Responsibilities

- a. The principal will be delegated the responsibility for ensuring that all system users at the school level are provided copies of or access to district policy, administrative regulations, and usage guidelines governing use of the district’s system.
- b. The school level electronic communications system will be coordinated and maintained by the school principal or designee.
- c. All users are expected to abide by the established district policies, regulations and usage guidelines.
- d. Students must have parental permission in order to use the Internet. Students who are denied parental permission for the use of the Internet are responsible for not using the Internet while using school computers.
  - (1) For students in grades K-5, parental consent is to be provided through the “parent permission form” that is available through the various elementary school offices. Access will be provided only when a signed form granting permission is on file at the school. Elementary schools must retain the original signed permission form for as long as the student attends the school. Parental permission is valid as long as the student attends the school where the permission form is kept.
  - (2) For students in grades 6-12, access will be granted unless the parent returns the “denial of permission” form to the school office. This form is part of the *Acceptable Use Guidelines* brochure available in school offices. Students will be denied access once a signed form is on file at the school. Secondary schools must retain the original signed “denial of permission” form for as long as the student attends the school. Parental denial of permission is valid as long as the student attends the school where the permission form is kept.
- e. Parents can modify their permission at any time by submitting a revised permission form to the office of their student’s school.
- f. The principal will provide employee training for proper use of the system and will ensure that staff supervising students using the district’s system provide similar training to their students, including familiarizing students with district policy and administrative regulations governing use of the district’s system.
- g. The principal will determine which information groups are most applicable to the curricular needs of the district and may restrict access to only those groups.
- h. The principal or district reserves the right to set quotas for disk usage on the system. A system user who does not comply with disk space quotas will be so notified and may have his/her files removed.

4. System Access

- a. The following individuals are authorized to use the district's system:
  - (1) All district employees, to be known as district users;
  - (2) Students in grades K-12, to be known as student users, when under the direct supervision of staff;
  - (3) Others, to be known as guest users, such as volunteers, interns, student teachers, contractors or parents that have a working relationship with the district, as authorized by the system coordinator or district administrators;
  - (4) Board members, to be known as Board users;
  - (5) Collectively, these users are referred to as system users.
- b. Students completing required course work on the system have first priority to district equipment before and after school hours.
- c. Accounts may be provided to system users for E-mail, file server access, data access, or other networked services.
- d. Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and E-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and E-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.

5. General Use Prohibitions/Guidelines/Etiquette

Appropriate system use etiquette is expected of all users and is explained in district training sessions.

6. User Responsibilities

Users of the system agree to abide by the district's acceptable use policies (AUP), which are described in Board policy, administrative regulations, various usage guideline handbooks, and AUP brochures and pamphlets.

7. Termination/Revocation of System User Account

- a. System user accounts may be terminated or revoked under the following circumstances:
  - (1) The district may suspend or revoke a system user's access to the district's system upon any violation of district policy and/or administrative regulation.

- b. Guest user accounts may be terminated or revoked under the following circumstances:
  - (1) Guest users may ask that their account be terminated. The account will be removed as soon as possible after the principal or district coordinator receives notice;
  - (2) Guest accounts will be terminated when the account is no longer needed or when the working relationship between the guest and district is over.
  
- c. District user accounts may be terminated under the following circumstances:
  - (1) District user accounts are terminated after the employee resigns or retires from the district. The account is removed as soon as possible after the effective date of resignation or retirement. Employees who retire, but are retained by the district in another capacity, need to notify the district coordinator before the effective date of retirement, so that the account is not terminated;
  - (2) The district may suspend or revoke a district user's access to the district's system upon any violation of district policy and/or administrative regulation as part of disciplinary action on the part of the district. Accounts will be terminated on the effective date of dismissal.
  
- d. Student user accounts may be terminated under the following circumstances:
  - (1) The district may suspend or revoke a student user's access to the district's system upon any violation of school or district policy and/or administrative regulation as part of disciplinary action on the part of the district.
  
- e. Board user accounts may be terminated under the following circumstances:
  - (1) Board member accounts will be terminated when the account is no longer needed or when the working relationship between the board member and district is over.
  
- f. As soon as practicable, the principal or district technology coordinator will inform the system user of the suspension or revocation of system use and give the system user an opportunity to present an explanation.
  - (1) Once notified, a system user may appeal the suspension or revocation within seven calendar days.
  - (2) The district coordinator may conduct the hearing or designate the principal to conduct the hearing.
  - (3) The principal or district coordinator who imposed the suspension or revocation will not hear a system user's appeal.

## 8. Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint

procedure will be used for complaints concerning violations of the district’s Electronic Communications System policy and/or administrative regulation. See Board policy KL and accompanying administrative regulation.

9. Violations/Consequences

a. Students

- (1) 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.
- (2) Violations of law will be reported to law enforcement officials.
- (3) Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

b. Staff

- (1) 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.
- (2) Violations of law will be reported to law enforcement officials.
- (3) 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.
- (4) Violations of ORS 244.040 will be reported to GSPC.

c. Others

- (1) 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.
- (2) Violations of law will be reported to law enforcement officials or other agencies, as appropriate.

10. Disclaimer

The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user’s requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district’s system is provided on an “as is, as available” basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

## **Web Publishing Handbook**

Code of Conduct for web authors, web editors and websmiths  
of the GBSD while using the district’s electronic communications systems.

### **Principal’s Role**

The principal is ultimately responsible for ensuring that the school’s web site’s content and features are up-to-date, functioning properly, appropriate and of high quality. There are three additional roles that work with the principal to support the website: web editor, websmith (sometimes called webmaster) and web author. The principal will ensure that people performing these roles understand the school and district web publishing guidelines outlined here.

### **Web Editor’s and Websmith’s Role**

The web editor and the websmith work together to ensure the quality of the school web site. The web editor is someone who oversees the placement of content on the school’s web site and ensures that district standards of quality are maintained for any web-published content. The websmith makes sure that the school’s web site operates properly, and that content and features are easy to find and use. Sometimes, the web editor and websmith are the same person. The web editor and the websmith share responsibility for the following four tasks:

1. Content editing;
2. Web styling (formatting, optimizing, etc.);
3. Website file structure;
4. Overall maintenance and basic info pages.

### **Web Author’s Role**

A web author is anyone who creates content for the web site. Anyone connected to a school can potentially be a web author. All content produced by web authors must be reviewed and approved by the web editor prior to its placement on the school website.

### **Content**

All web pages must:

1. Contain current and accurate information;
2. Use the school template, if required by the principal;
3. Include a copyright statement, if appropriate;

4. Comply with board policies, administrative regulations, established guidelines and copyright laws;
5. Respect the privacy and rights of others;
6. Be used for academic, educational or research purposes only;
7. Use conventions of standard English or other languages. Student work should reflect a literacy standard appropriate to the age of the student;
8. Not use any inappropriate language, that is, abusive, harassing, libelous, obscene or offensive, sexually explicit, threatening or illegal language or content;
9. Not be used for commercial, purchasing or illegal purposes. Any specific use of the site or link for placing orders or conducting financial transactions must receive prior approval of the principal. Use of web pages for financial gain by any employee or individual is prohibited.

The first page of a series of related web pages must:

1. Link back to the school's or district's home page and contain the name of the district or school, and E-mail contact of a school staff or school web editor;
2. Contain a created or modified date.

Links to other than district sites are subject to the approval of the web editor. Staff responsible for creating links should ensure that the links do not contain material that would be considered inappropriate for student viewing. They should regularly check and revise the links as necessary.

### **Disclaimer**

The following disclaimer will be published on all main district and school web pages:

The district has made every reasonable attempt to ensure that the district's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district's electronic communications policy.

### **Additional Student Safeguards**

1. Web pages may include district-approved student information and work samples unless consent is withdrawn by the parents. Parents may deny this consent by returning to the student's school, the Directory Information Exclusion Form that is available within the student rights and responsibilities handbook.
2. Parents can modify their consent at any time by submitting a revised exclusion form to the office of their student's school.

3. The types of student information or work samples that are publishable on the web will be determined by district policy and the principal. District-approved information is as follows:
  - a. Elementary student information approved for publication includes the student's first name only, photograph or likeness and student work samples. Publication of additional information requires specific parental approval;
  - b. Secondary student information approved for publication includes the student's full name, age, dates of attendance, photograph or likeness, awards received, officially recognized activities and sports the student participated in, height and weight (if on athletic team) and student work samples. Publication of additional information requires specific parental approval.
4. Only original text, graphics and art may be published unless otherwise approved by the school principal or designee.

### **Maintenance**

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not kept current may be removed by the web editor or websmith.

The district reserves the right to remove web pages, and if necessary, access to user accounts without prior notice if the content is inappropriate or in violation of these guidelines.

### **Privacy**

There should be no expectation of privacy for information stored on, received or transmitted with district equipment. The district technology coordinator or other administrative staff may review web pages to maintain system integrity and to monitor appropriate use of district equipment and facilities. Illegal activities must be reported to the appropriate school or district administrator.

### **Requests for Publication to District Web Site**

Requests for publication of information on the district web site by administrators or others should be directed to the district web editor. Personal information unrelated to the district's educational purpose will not be permitted.

### **Creation of Staff Web Pages**

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must pertain to the curricular goals and objectives of the district or be associated with their individual planned professional growth plans.

Staff members linking outside sites to the district server are responsible for checking all material and links, ensuring conformance to copyright regulations, prior to submitting them to the school's web editor.

### **Creation of Individual Student Web Pages**

Students may, with staff sponsorship and oversight, create web pages for publication on the school's web site that are primarily academic, educational or research oriented. Pages on the school web site that provide links to student pages shall contain a disclaimer that reads:

Student-created web pages reflect the individual and do not necessarily represent the district. Concerns about the content of any web page created by a student should be directed to the school principal.

Student web pages may be removed during the school year by school personnel.

### **Clubs and Organizations**

Web pages published as a service by student activity groups, clubs and other organizations (PTOs, booster groups, etc.) may provide information about cocurricular and other school authorized activities. All such web pages shall be approved by the principal or district web editor before being added to the district or school site.

**Required Parental Permission Form**

Please return this form to your student's school within one week of receipt

**Instructions**

Students must have parental permission in order to use school computers and the Internet. To grant permission, please check one box below, sign and return this form to your student's school.

The school will retain this signed permission form for as long as your student attends the school. Parental permission is valid as long as the student attends the school where the permission form is kept. **As a parent, you can modify permission at any time by submitting a revised permission form to the office of your student's school.**

**Internet Access Authorization**

(Check one box only)

G I grant permission for my student to use computers and on-line resources, such as the Internet, while at school. I will review the acceptable use guidelines on the attached brochure with my student.

G I withhold permission for my student to use on-line resources, such as the Internet, while at school.

I realize that most of the computers that my student will use at school are connected to the Internet and that it is my student's responsibility to not intentionally access the Internet while using school computers.

I realize that denial of Internet access will require my student to perform in another way classroom activities that require student use of the Internet.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date