Silvies River Charter School

Code: **IIBGA-AR**
Revised/Reviewed: 5/15/13; 10/14/14
Orig. Code(s): IIBGA-AR

Electronic Communications System

Definitions

1. "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:

   a. "Obscene," as that term is defined in Section 1460 of Title 18, United States Code;
   b. "Pornography," as that term is defined in Section 2256 of Title 18, United States Code; or
   c. Harmful to minors.

2. "Harmful to minors," as defined by CIPA, means any 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 offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contract, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

3. "Sexual act; sexual contact," as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.

4. "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 enroll in the school.

5. "Inappropriate matter,'' as defined by the school, means material that is inconsistent with general public education purposes, the school's mission and goals.

General School Responsibilities

The school will:

1. Designate staff as necessary to ensure coordination and maintenance of the school's electronic communications system which includes all school computers, e-mail and Internet access;

2. Provide staff training in the appropriate use of the school's system including copies of school policy and administrative regulations. Staff will provide similar training to authorized system users;

3. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the school's system;

4. Use only properly licensed software, audio or video media purchased by the school or approved for use by the school. The school 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;

5. Install and use virus detection and removal software;

6. Provide technology protection measure that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or harmful to minors. A supervisor or other individual authorized by administrator may disable the technology protections measures to enable access to bona fide research or other lawful purposes, as deemed appropriate;

7. Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;

8. Provide oversight supervision to monitor the online activities of students to prevent unauthorized access, including ‘’hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms and other forms of direct electronic communication;

9. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social media websites and in chat rooms;

10. Determine which users and sites accessible as part of the school’s system are most applicable to the curricular needs of the school and may restrict user access, accordingly;

11. Determine which users will be provided access to the school’s e-mail system;

12. Notify appropriate systems users that:

    a. The school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the school’s information system are the school’s property and are to be used for authorized purposes only. Use of school equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity and ensure compliance with Board policy, administrative regulations and law, the school administrator or designee may routinely review user files and communications;
    b. Files and other information, including e-mail, sent or received, generated or stored on school servers or sites are not private and may be subject to monitoring. By using the school’s system individuals consent to have that use monitored by authorized personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on school computers and school e-mails systems;
    c. The school may establish a retention schedule for the removal of e-mail;
    d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
    e. Information and data entered or stored on the school’s computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the school. “Deleted” or “purged” data from school computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the school;

f. The school may set quotas for system disk usage. The school may allow system users to increase their quota by submitting a written request to the supervisor or system coordinator stating the need for the increase;
g. Passwords used on the school's system are the property of the school and must be provided to the supervisor or designated school personnel, as appropriate. Passwords that have not been provided to the school are prohibited;
h. Transmission of any materials regarding political campaign is prohibited.

13. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the school's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office;

14. Notify users of known copyright infringing activities and deny access to remove the material.

System Access

1. Access to the school's system is authorized to:

   Board members, school employees, students in grades K-12, with parent approval and school volunteers and other members oft he public as authorized by the system coordinator or administrator consistent with the school's policy governing use of district equipment and materials.

2. Students, staff and Board members, volunteers may be permitted to use the school's system for personal use, in addition to official school business consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Additionally, Board members and employee use of school-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040.

General Use Prohibitions/Guidelines/Etiquette

Operation of the school's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the school's system.

1. Prohibitions

   The following conduct is strictly prohibited:

   a. Attempts to use the school's system for:

      (1) Unauthorized solicitation of funds;
      (2) Distribution of chain letters;
      (3) Unauthorized sale or purchase of merchandise and services;
      (4) Collection of signatures;
      (5) Membership drives;
      (6) Transmission of any materials regarding political campaigns.

   b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the school's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize the school's equipment, software, materials or data or those of any other user of the school's system or any of the agencies or other networks connected to the school's system;
d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
e. Attempts to send, intentionally access or down load any text file or picture of engage in any communication that includes material which may be interpreted as:

(1) Harmful to minors;
(2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the school;
(3) A product or service not permitted to minors by law;
(4) Harassment, intimidation, menacing, threatening or constitutes insulting, fighting words, the very expression of which injures or harasses others;
(5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
(6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

f. Attempts to gain unauthorized access to any service via the school's system which has a cost involved (e.g., using an air card or mobile broadband for text messaging) or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
h. Attempts to arrange student meetings with anyone on the school's system unless arranged by the teacher in a public setting or at the student's home with a parent present;
i. Attempts to use the school's name in external communication forums such as chat rooms without prior school authorization;
j. Attempts to use another individual's account or password, failure to provide the school with individual passwords or to access restricted information, resources or networks to which the user has not been given access;

2. Guidelines/Etiquette

System users will:

a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
b. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the teacher or system coordinator. Remain on the system long enough to get needed information and then exit the system. Act as though every byte sent costs somebody time and money, because it does;
c. Take pride in communications. Check spelling and grammar;
d. Respect the privacy of others. Do not read the mail or files of others without their permission;
e. Cite all quotes, references and sources;

f. Adhere to guidelines for managing and composing effective e-mail messages:

(1) One subject per message- avoid covering various issues in a single e-mail message;
(2) Use descriptive heading;
(3) Be concise to keep message short and to the point;
(4) Write short sentences;
(5) Use bulleted lists to break up complicated text;
(6) Conclude message with actions required and target dates;
(7) Remove e-mail in accordance with established guidelines;
(8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
(9) Always sign messages and acknowledge receipt of file or document.

g. Protect password confidentiality. Passwords are the property of the school and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with teacher or system coordinator approval only. No system user may use a password on the school's computers, e-mail system or Internet access which is unknown to the school;
h. Communicate only with such users and/or sites as may be authorized by the district;
i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
j. Report violations of the school's policy and administrative regulation or security problems to your teacher or administrator.

Complaints

Complaints regarding use of the school's Electronic Communications System may be made to the teacher, administrator, or system coordinator. The school's established complaint procedure will be used for complaints concerning violations of this policy and administrative rule. See Board policy KL - Public Complaint Procedures.

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 the school system access up to and including permanent loss of privileges.
b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with establish school 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 and applicable provisions of law.
b. Violations of law will be reported to law enforcement officials and may result in criminal and 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 ORS 224.040 will be reported to OGEC.

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.

Telephone/Membership/Other Charges

1. The school assumes no responsibility or liability of any membership or phone charges including, but not limited to, long distance charges, per minute surcharges and/or equipment or line costs incurred by any home usage of the school's system.

2. Any disputes or problems regarding phone services for home users of the school's system are strictly between the system user and his/her local phone company and/or long distance service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised the use of the school's system or equipment may provide access to materials that may be considered objectionable and inconsistent with the school's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the school's system and equipment accordingly.

2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the school.

3. System users may, with teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the school's system. These individuals and agencies are not affiliated with the school. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The school makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. School staff and administration shall not be a party to any such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the actions of inactions of sellers.

4. The school 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 school's system is provided on an ''as or as available" basis. The school 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.