

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

COMPUTER ETHICS, NETWORK SECURITY, AND
GLOBAL NETWORKS

5195

Procedure for Handling Complaints

- 5195.1 General
No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the Superintendent or, upon the Superintendent's recommendations, the concurrence of the Board, or upon formal action of the Board when a recommendation of a review committee is appealed to the Board.
- 5195.2 All complaints to staff members shall be reported to the building principal and/or technology coordinator involved, whether received by telephone, letter, or in personal conversation.
- 5195.3 The Principal and or technology coordinator shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the District and/or the library media center.
- 5195.4 If the complaint is not resolved informally, the complainant shall be supplied with the District's computer policy statement, the procedure for handling complaints, and a complaint form. The complaint form must be completed and returned before consideration will be given to the complaint.
- 5195.5 When the request is returned, the reasons for selection of the specific information shall be reestablished by the appropriate staff.
- 5195.6 In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.

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- 5195.7 Upon receipt of a completed complaint form, the Principal in the building involved will call together a committee of five to consider the complaint. This committee shall consist of the Principal, technology coordinator, two teachers, a member from the community, and a librarian.
- 5195.8 The committee shall meet to discuss the material, following the guidelines set forth in the computer policy and shall prepare a report on the material containing their recommendations on disposition of the matter.
- 5195.9 The Principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the Principal will acknowledge it and make recommended changes.
- 5195.10 If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board which shall make a final determination of the issue. The Board may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.

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COMPLAINT FORM
FAIRFIELD AREA SCHOOL DISTRICT
REQUEST FOR RECONSIDERATION OF
INFORMATION/MATERIAL RETRIEVED
FROM A NETWORK

Request initiated by:

Name _____ Date _____
Address _____ Phone # _____

Complainant represents:

_____ herself/himself
_____ Organization - Name of Organization _____
_____ Other group - Identify other Group _____

Complete the Following

A. Type of material/information

B. Retrieved from what source

C. Intended Purpose

____ Curriculum Related
____ Independent Study
____ Electronic Mail
____ Personal Enjoyment

What is the source of your objection?

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What do you feel might be the result of reading the information/material cited above?

Could this information/material be used for any educational purpose? _____
Briefly explain.

Are you aware of the Fairfield Area School District network policy? Yes ____ No ____

Did your child and you sign a network agreement that outlines the rules and code of ethics for
computer usage? Yes ____ No ____

What would you like the Fairfield Area School District to do about the availability and variety of
information/material on a network?

In its place, what information/material of equal quality and capability would you recommend?

Signature of Complainant

Adopted September 16, 1996