FAIRFIELD AREA SCHOOL DISTRICT

ACCEPTABLE USE POLICY – STUDENT BODY   6197

6197.1   Users
            Fairfield Area School District is providing board members, employees and
            students with access to the District's Novell network, which includes
            Internet access. Users will be defined as anyone logging onto the network
            or using a computer that is the property of Fairfield Area School District.

6197.2   Property Rights
            The use of the name, logo, or school colors of the Fairfield Area School
            District or the names of any of its' staff, students or organizations is
            considered the property of the Fairfield Area School District. To publish
            this information on internal or external correspondence in any manner,
            including a website, is in violation of this policy. Prior approval is required
            for all students, staff, and administrators by the office of the
            superintendent before the use of the above-mentioned information.

6197.3   District System
            The Network has a limited educational purpose. The purpose of the
            District system is to assist in preparing students for success in life and
            work in the 21st century by providing them with electronic access to a
            wide range of information and the ability to communicate with people from
            throughout the world.

6197.4   Commercial Purposes
            Users may not use the District system for commercial purposes, defined
            as offering or providing goods or services or purchasing goods or services
            for personal use.

6197.5   Political Lobbying
            Users may not use the system for political lobbying or to express their
            opinion on political issues.

6197.6   Educational Purpose
            The term "educational purpose" includes use of the system for classroom
            activities, professional or career development, and limited high-quality
            self-discovery activities. Students will limit their use of the system for self-
            discovery purposes as allowed by the instructor and consistent with the
            mission and purpose of the District.

6197.7   The Superintendent will serve as the coordinator for the District system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy

6197.8   The Technology Coordinator will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a District virus protection process, monitor filtering software, and perform any other duties as assigned by the Superintendent.

      6197.8a   The Technology Coordinator will disable internet filtering software for staff for bona fide research or other lawful purposes.

6197.9   <u>World Wide Web</u>
The World Wide Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.

6197.10   <u>File Transfer Protocol</u>
File Transfer Protocol allows users to download large files and computer software. This is available for use through the Technology Coordinator.

6197.11   <u>Newsgroups</u>
Newsgroups are discussion groups that are similar to mail lists. Students are not permitted to use non-educational news groups.

6197.12   <u>IRC</u>
IRC provides the capability of engaging in "real-time" discussions. The District will provide access to IRC only for specifically defined educational activities and are not permitted to be used by students.

6197.13   <u>Chat Rooms</u>
Students are only permitted to use teacher assigned and principal approved educational chat rooms.

6197.14   Instant Messenger Software
               Students are not permitted to use instant messenger software.

6197.15   The District uses software (Surf Control Web Filter for Microsoft Windows and GWAVA for Groupwise) designed to block inappropriate access to block visual depictions that are "obscene" include "child pornography," and are "harmful to minors."

6197.16   The District's Acceptable Use Policy will govern all use of the District's Network. Student use of the system will also be governed by the disciplinary code. District policy and the collective bargaining agreement will also govern employee use.

6197.17   All District employees and students will have access to the Web through the District's networked computers. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.

6197.18   Elementary Individual Accounts
               Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.

6197.19   Secondary Individual Accounts
               Secondary students granted special permission by their principals may be provided with individual e-mail accounts. An agreement will be required for an individual e-mail account. This agreement must be signed by the student and his or her parent. The e-mail account may only be used for purposes stated by the principal.

6197.20   Parent Permission
               The District will notify the parents about the District network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

6197.21   Parents have the right to investigate the contents of their child(ren)'s history files with an administrator of the district. An appointment must be made in advance with the administrator. Parents have the right to request the termination of their child(ren)'s individual account at anytime.

6197.22   The District Acceptable Use Policy contains restrictions on accessing in-appropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children.

6197.23   The District will provide students and parents with guidelines for student safety while using the Internet. Additionally, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

6197.24   The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the use of the system.

6197.25   The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

6197.26   In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a panel, consisting of the accuser, the building principal and a third party district employee.

6197.27   Disciplinary Actions
            Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. The alleged violation will be handled in accordance with Policy 6410, Conduct and Discipline Code.

6197.28   Personal Files
            System users have a limited privacy expectation in the contents of their personal files on the District system. District employees should be aware that their personal files may be used in the court of law and all files are the property of Fairfield Area School District. These files are archived.

6197.29   Monitoring the System
            Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy and may be disciplined in accordance with district policy.

6197.30   An individual search will be conducted if there is reasonable suspicion that a user has violated the law or District policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

6197.31   Copyright
            District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

6197.32   Selection of Educational Materials
            When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is the relevant to the course objectives. Teachers will preview the materials and sites they require or recommend to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines, lists of resources, and web sites, to assist their students in channeling their research activities effectively and properly. Web sites will be chosen for all students, grades kindergarten through sixth grade as

opposed to allowing students to "surf" the web. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

6197.33   District Web Site
The District will establish a web site and will develop web pages that will present information about the District. The Technology Coordinator will coordinate with the Webmaster, who is responsible for maintaining the District web site.

6197.34   School or Class Web Pages
Schools and classes may establish web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site.

6197.35   Student Web Pages
With the approval of the building principal, students may establish personal web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student's web site must be related to the student's educational and career preparation activities. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the District."

6197.36   Extracurricular Organization Web Pages
With the approval of the building principal, extracurricular organizations may establish web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District."

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6197.37   The following uses of the District system are considered unacceptable:

   6197.37a   Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

   6197.37b   Users will not agree to meet with someone they have met online.

   6197.37c   Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

   6197.37d   Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

   6197.37e   Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

   6197.37f   Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

   6197.37g   Users will not destroy any hardware that the system uses. Users will not unplug wires, rearrange hardware, etc.

   6197.37h   Users will not install, delete or alter software from any computer that belongs to the district.

6197.37i   Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

6197.37j   Users will immediately notify their teacher if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures. Users are not allowed to load any software or download programs from the Internet.

6197.38   Use of inappropriate language is forbidden.

6197.38a   Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

6197.38b   Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

6197.38c   Users will not post information that, if acted upon, could cause damage or a danger of disruption.

6197.38d   Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

6197.38e   Users will not harass another person. Harassment, of any manner, is persistently acting in a manner that distresses or annoys another person.

6197.38f   Users will not knowingly or recklessly post false or defamatory information about a person or organization.

6197.39   Respect for Privacy

      6197.39a   Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

      6197.39b   Users will not post private information about another person.

6197.40   Respecting Resource Limits.

      6197.40a   Users will use the system only for educational and professional or career development activities, and limited, high quality, self-discovery activities. For students, the limit on self-discovery activities are determined by the teacher.

      6197.40b   Users will not download files from the Internet. If necessary, users will contact the Technology Coordinator for permission and assistance.

      6197.40c   Users will not post chain letters or engage in spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

      6197.40d   Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

6197.41   Plagiarism and Copyright Infringement

      6197.41a   Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

      6197.41b   Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

6197.42   Inappropriate Access to Material

      6197.42a   Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research, however, all internet activity will be monitored on a daily basis with reports of illegal activity provided to the Superintendent.

      6197.42b   If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Revised August 13, 2012