

South Euclid-Lyndhurst Schools
STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Staff use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

Use of District Network includes Internet access. Internet access is filtered throughout the District as required by the Federal Childhood Internet Protection Act. While content on the Internet is filtered and computer use is subject to supervision, staff members should be aware that it is possible that students might access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment. Staff members should immediately report any security problem or misuse of the Internet or equipment on the network to a building administrator.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open

classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Technology Resources:

The Board utilizes software and/or hardware to monitor online activity of students and staff to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. It is impossible to guarantee staff will not gain access through the Internet to information and communications that they may find inappropriate, offensive, objectionable or controversial.

The computers, network, and technology systems of the District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators will review the network from time to time to ensure that the system is being properly used. For this reason, users should know that a third party might view their materials. All communication and information should be assumed to be property of the District.

The Superintendent is directed to prepare guidelines which address staff members'/students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and
- C. the consequences of unauthorized access (e.g., “hacking”), cyber bullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students’ online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Social Media Use

- An employee’s personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees’ First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District’s mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members’ online conduct that occurs off school property including the employee’s private computer. Postings to social media should be done in a manner sensitive to the staff member’s professional responsibilities.
- In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

- Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Acceptable Uses of Technology Resources

Staff and students are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computer assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Unacceptable Uses of Technology Resources

- Use someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, and/or the network.
- Create or change configurations on computers or the network.
- Access or "hack" unauthorized hardware, software or the network.
- Access inappropriate material or share information about inappropriate material with other students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person. (Cyber bullying)
- Post private information about another person.
- Plagiarize or break copyright laws.
- Use the District technology or network services for personal, entertainment, political or commercial purposes.
- Waste resources, i.e. paper, ink, server space, network bandwidth, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing or other peripheral devices.
- Download, copy or store software, shareware or freeware.

- Engage in actions that cause damage, impair effective use, or defeat protective software.
- Routinely access personal email accounts (yahoo, AOL, etc.) chat rooms, or other means of electronic communications over the District network.
- Attempting to/or bypassing the filter. (Proxy servers, etc.)

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

It is the policy of South Euclid-Lyndhurst Schools those technology resources are used in a responsible, efficient, ethical and legal manner in accordance with the mission of the District. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving network and Internet access. In order for the School District to be able to make its computer network and Internet access available, all staff must take responsibility for the appropriate and lawful use of this access. Staff must understand that staff/student misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

This District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read, understand, and sign the following Acceptable Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet available on the District network.

Teacher Web Sites:

Teachers may create, design and use individualized Web Sites for instructional and educational purposes including the interactive submission of coursework by the teacher's students subject to the following conditions:

- Creation of individualized web sites is a strictly voluntary activity.
- Access or lack of access to a teacher created web site shall not affect a student's grade.
- If the web site is used for the interactive submission of course work, alternative methods must be made available for the submission of coursework for students who lack internet access. These methods must be discreet and also must provide the students with the same information that is available via the website.
- Students work, grades, and related students individualized information must be maintained securely and made available to the students and his/her parents or guardian only, except in cases where review of a student's work by an appropriate administrator is necessary.
- Website addresses must be furnished to the building principal and the Director of Instruction and the website content must remain accessible to these individuals at all times.
- Parent notification of the existence and use of a teacher website for instructional use shall be mailed to the parent/guardian of each student using the site. Student access will only be

permitted after the school has received a signed copy of the Student's Appropriate Technology Use Form.

- The use of our District server (Progress Book) is strongly encouraged; however, teachers may choose to create an individualized website and may select a server /host at the teacher's discretion. In the event the website includes advertising, the teacher is ultimately responsible for reviewing the advertisement content for age appropriateness relative to the ages of the students using the site, as well as ensuring that inappropriate advertising is not displayed at any time.

Warranties/Indemnification:

The District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The District will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the District and its employees harmless from any loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

Adopted 8/14/2012

Staff Member's Signature: _____

Staff Member's Name (Printed): _____

Date: _____