<u>Student Electronic Communication and Online Services Usage</u>

"Electronic communication" is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved using telecommunications devices, computers, telephones, voice-mail boxes, etc. "Online services" are defined as a communications tool whereby information, reference material, documents, and messages are sent and retrieved electronically utilizing network services on personal computers. Because of the unique nature of electronic communication, and because of the District's desire to protect its interest with regard to its electronic records, the following provisions are established to address electronic communication usage by all students.

The Polson Public Schools Information Network System is intended to be used for educational purposes. All electronic communication records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally District records and electronic communication records are subject to disclosure to law enforcement, government officials, or other third parties through subpoena or other processes. Abuse of electronic communication, through excessive personal use or use in violation of law or District policies, will result in disciplinary action according to student discipline policies. Violations of the acceptable use policy may also result in termination of account privileges.

While the District does not intend to regularly review students' electronic communication records, students have no right to or expectation of privacy in electronic communication. The District owns the computers and software making up the electronic communication system, and students are permitted to use them in the performance of their academic pursuits. Electronic communication messages and records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorization of the Superintendent.

<u>Student Acceptable Use Policy</u>

The District recognizes the need for its staff and students to have access to a global information network. Part of the District's responsibility in preparing students is to provide them with access to tools they will be using as effective learners. They should clearly understand the importance of using this global information network in a responsible manner. Accordingly, the District will operate an information network to enhance and expand its education mission. The Polson Public Schools Information Network System is defined as the information system owned by the District, as well as other information systems to which the District provides intentional or unintentional access. The District is not responsible for information available from third parties solely for providing access or connection to or from a facility, system, or network over which it has no control. An orientation on appropriate use of the Polson Public Schools Information Network System will be consistent with the District's educational mission, District policy, and

state and federal laws. Students and parents/guardians must sign an agreement to abide by the personal safety restrictions and policies governing the Polson Public Schools Information Network System, before an individual student account will be issued.

Student Personal Safety Restrictions:

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

• Users will not agree to meet with someone they have met online, without their parent's approval and participation.

• Users will promptly disclose to a teacher or other school employee any message they receive which is inappropriate or makes them feel uncomfortable.

User Responsibility:

• Receive permission to utilize the Polson Public Schools Information Network System.
• Comply with all existing Board policies as they may be interpreted to apply to technology resources.

• Respect the privacy of other users and not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, without permission.

• Comply with legal protection provided by copyright and license to programs, data, and documents.

• Help maintain the security of District resources by adhering to all security rules developed by the Polson Technology Committee and/or the user's building technology committee.

• Comply with the acceptable use policies of all third-party technology resources to which the District has access.

Acceptable Use:

• Use consistent with the mission of the District.

• Use that encourages efficient, cooperative, and creative methods to perform educational tasks.

• Use related to instructional, administrative, and other support activities considered consistent with the mission of the District
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• Use of District technology resources for authorized and appropriate access to voice, video, and data systems, software, or data, locally and at other sites.

Unacceptable Use:

• Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server.

• Activities that interfere with the ability of students/staff members to use the District's technology resources or other network-connected services effectively.

• Activities that result in the loss of students'/staff members' work or unauthorized access to students'/staff members' work.

• Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks.

• Seeking, distributing, or collecting obscene, abusive, or threatening material via telephone, video, electronic mail, Internet, or other means.

The Superintendent, or designee, will establish acceptable use guidelines for student and staff use of the Polson Public Schools Information Network System.

Internet Safety

Each District computer with Internet access will have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent, or designee.

Filtering should be viewed as only one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

• Provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

• Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

• Using "Acceptable Use Agreements";

• Using behavior management practices for which Internet access privileges can be lost based on inappropriate Internet use; and

• Appropriate supervision, in person and/or electronically.

The system administrator and/or building principal will monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
                      Broadband Data Services Improvement Act/Protecting Children in
                      the 21st Century Act of 2008 (P.L. 110-385)
                      20 U.S.C. § 6801, et seq.   Language instruction for limited English
                                                    proficient and immigrant students
                      47 U.S.C. § 254(h) and (l)   Universal service

Policy History:
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