

Old: IKKAB, JDBB
New: 2.23

INTERNET USE AND SAFETY POLICY

The District seeks to (1) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (2) prevent unauthorized access and other unlawful online activity; (3) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (4) comply with the *Children's Internet Protection Act*.

The provisions of this policy apply to District employees (administrative, certified, and support staff) and students. All students and employees must take responsibility for appropriate and lawful use of this Internet access. Students and employees of the District must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the District's teachers and other employees will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right.

Attached to this policy is an Internet Acceptable Use Agreement. By reviewing, signing, and returning this Agreement as directed, each student or employee agrees to follow the policy.

Listed below are the provisions of the Agreement regarding computer network and Internet use. Students should direct any questions about the provisions of the policy or Agreement to the school principal. Employees should direct their questions to the Senior Director. If any user violates this policy, the student's or employee's access may be denied or withdrawn and he may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing the Agreement, the Internet user agrees not only to follow the guidelines of the policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violation of the policy or any other use that is not included in the policy but has the effect of harming another or his property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of their school. Employees should report misuse to the building principal or Senior Director.

TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Agreement each year during the time they are students in the District before they are given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

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An employee who submits to the school, as directed, a properly signed Agreement and follows the policy to which he has agreed will have available computer network and Internet access. Employees will be asked to sign a new Agreement each year during the time they are employed by the District before being given an access account. The District, in its discretion, may withdraw or revoke Internet access at any time and for any reason.

ACCEPTABLE USES

A. Educational Purposes Only

The District is providing access to its computer networks and the Internet for educational purposes only. Students, parents or guardians may consult with a classroom teacher, librarian and/or school principal or assistant principal and/or the Senior Director to determine if a use is appropriate as to whether a contemplated activity is educational.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, students and employees should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation; the creation and/or uploading of “worms,” “viruses,” “Trojan horses,” “time bombs” or any other harmful form of programming or vandalism; and participation in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Students and employees should not disclose or share their password with others or use another password.
4. Buying and selling. Students and employees may not sell or buy anything over the District Internet. Students and employees should not publish or share private information about themselves or others, including credit card numbers and social security numbers. In its discretion, the District may approve the

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limited use of the Internet and email for District related commercial activities, such as fund-raising activities related to education and/or employment.

C. Etiquette

All users must abide by rules of network etiquette, which include, but are not limited to the following:

1. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and other uses such as graphic images, which may be offensive to other users. Do not make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of electronic mail is giving his permission to forward or redistribute the message to third parties or to give his electronic mail address to third parties. This should only be done with the sender's permission.
4. Be considerate when sending attachments with electronic mail. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET SAFETY

A. Individual Responsibility of Parents and Internet Users

All users and their parent/guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and avoid those sites. If a user finds that other users are visiting offensive or harmful sites, he should report such use to the classroom teacher, school principal and/or Senior Director.

B. Personal Safety

In using the computer network and Internet, users must not reveal personal information such as their home address or telephone number. Students should not use last names or any other information that might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent/guardians' permission. No user should ever agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

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C. “Hacking” and Other Illegal Activities

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A system administrator may authorize the release of directory information, as defined by Alabama law and the *Family Educational Right to Privacy Act*, for internal administrative purposes or approved educational projects and activities. Public notice of any such release of information shall be given, and parents shall be allowed a reasonable time to object to the release of information.

E. Active Restriction Measures

The District utilizes filtering software to protect against access to visual depictions that are obscene, display child pornography, or (are otherwise harmful to minors). The school and/or District will also, periodically and to the fullest extent practical, monitor the online activities of students and employees, through direct observation and/or technological means, to attempt to prevent students from accessing such depictions or any other material which is inappropriate for minors. While the school and/or District will use their best efforts to prevent such access by students, it is impossible to guarantee that students will be prevented from accessing such materials, by evading or defeating the filters or this policy. The school and District rely on the cooperation and assistance of all users to report unauthorized access or other violations of the policy. Further, filtering may be disabled for the purpose of bona fide research or other lawful purposes, in the discretion of any administrator, supervisor, or other person authorized by the District.

PRIVACY

Computer network and Internet access is provided as a tool for the education and employment-related activities of the District’s students and employees. The District reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and Internet access to any and all information transmitted or received in connection with District and no user shall have any expectation of privacy regarding such materials.

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FAILURE TO FOLLOW POLICY

Students' and employees' use of the computer network and Internet is a privilege, not a right. A user who violates this policy, or any other applicable Board policy, or any federal or state law, shall, at a minimum, have his access to the computer network and Internet terminated. The user may also be subject to other disciplinary action, up to and including termination of enrollment or employment. A user violates this policy by his own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he permits another to use his account or password to access the computer network and Internet. The District may also take other disciplinary and/or legal action.

WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his parent/guardian(s) arising out of the use of its computer networks or the Internet under this policy. By signing this policy, users have full responsibility for his use, if the user is 18 years of age or older, or, in the case of a user under 18 years of age, the parent/guardian(s) are agreeing to indemnify and hold the school, the District, and all of its administrators, teachers, and employees harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of a user's access to the computer network and Internet, whether that use is on a school computer or on another computer outside the District's network.

UPDATES

Users and the user's parent/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement to reflect developments in the law or technology. Such information must be provided by the user (or his parent/guardian(s)) or such new Agreement must be signed if the user wishes to continue to receive service. Students and employees must notify the person designated by the school if some or all of the information they have provided on the Agreement changes.

Source: Autauga County Board of Education

Adopted: June 25, 2002

Revised: August 28, 1987, June 24, 2010

Legal Ref: *Children's Internet Protection Act* of 2000

INTERNET USE AND SAFETY POLICY STUDENT AGREEMENT

Every student, regardless of age, must read and sign below

I have read, understand, and agree to abide by the terms of the foregoing Internet Use and Safety Policy. Should I commit any violation or in any way misuse my access to the Autauga County School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name
(PRINT CLEARLY)

Home Phone

Home Address

Student Signature

Date

Place an "X" in the correct blank:

I am 18 or older ____.

I am under 18 ____.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

**INTERNET USE AND SAFETY POLICY
EMPLOYEE AGREEMENT**

Every employee must read and sign below

I have read, understand, and agree to abide by the terms of the foregoing Internet Use and Safety Policy. Should I commit any violation or in any way misuse my access to the Autauga County School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and additional disciplinary action may be taken against me.

Employee Name _____
(PRINT CLEARLY)

Position _____

Home Phone _____

Home Address _____

Employee Signature _____

Date _____

**INTERNET USE AND SAFETY POLICY
PARENT(S) OR GUARDIAN(S) AGREEMENT**

To be read and signed by parent(s) or guardian(s) of students who are under 18

Student's Name

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Autauga County School District's Internet Use and Safety Policy for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the District, teachers, and other staff against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building approved account to access the Autauga County School District's network and the Internet.

Parent(s)/Guardian(s) Name _____
(PRINT CLEARLY)

Home Phone _____

Home Address _____

Parent/Guardian Signature _____

Date

Parent/Guardian Signature _____

Date