

MANCHESTER CITY SCHOOLS

Policy Manual

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The Manchester Board of Education supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

EMPLOYEES

Before any employee is allowed use of the Manchester City School District Internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools that sets out the terms and conditions of such use (**See Employee Technology User Agreement**). Any employee who accesses the District's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Board supports the right of faculty and staff to have reasonable access to various information formats and believes it incumbent upon faculty and staff to use this privilege in an appropriate and responsible manner. The Director of Schools shall develop and implement appropriate procedures to provide guidance for faculty and staff access to electronic media (**See Faculty and Staff Use of the Internet**). Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus administrative review of the electronic files and communications and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying programs or data.

The Director of Schools shall develop and implement procedures for appropriate Internet use which address the following:

- Development of the Network and Internet Use agreement
- Guidelines regarding appropriate instruction and oversight of student Internet use.
- General rules and ethics of Internet access.
- Reporting misuse of the Internet
- Prohibited and illegal activities, including but not limited to the following:¹
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access to any computer
- Violation of copy right laws
- Trespassing in other's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifiers (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet (except as authorized by the Director of Schools)
- Sharing confidential information on students or employees
- Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Violating regulations prescribed by the network provider

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to the Internet, specific databases or other electronic media.

STUDENTS

The Board supports the right of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

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The Director of Schools shall develop and implement appropriate procedures to provide guidance for student access to electronic media which address the following: (**See Student Use of the Network and Internet Terms and Conditions.**)

- General rules and ethics of Internet use.
- Prohibited or illegal activities, including, but not limited to:¹
- Sending or display offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password
- Use of the network for commercial purposes
- Revealing your personal address, photo, or phone number or that of another person
- Buying or selling on the Internet
- Assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Violating regulations prescribed by the network provider

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matters on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The Director of Schools shall establish a process to ensure the District's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to materials that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students²

A written parental request shall be required annually prior to the student being granted independent access to electronic media involving District technological resources (**See Student Network and Internet Use Agreement**). The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under eighteen (18) years of age) and also by the student in grades six (6) and above. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least eighteen (18) years old) must provide the Director of Schools with a written request.

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures. ²

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E-MAIL

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on District computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.³

INTERNET SAFETY INSTRUCTION⁴

Students will be given appropriate instruction in internet safety as a part of the Pre-K – 8 instructional curriculum. Parents/guardians, grandparents, caregivers, students, and other community stakeholders will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely. The teachers and staff of the District will receive Internet Safety training as part of the annual District staff development program. The District will comply with the provisions of the Child Internet Safety Act²

VIOLATIONS

Violations of this policy or a procedure promulgated under this authority shall be handled in accordance with the existing disciplinary procedures of this District

POLICY REVIEW

The Use of the Internet policy (4.406) will be reviewed annually during the months of January or February. The results of the review and any recommended changes will be presented to the Manchester Board of Education during the regular March meeting for approval on 1st reading. Final reading and approval of any changes will be at the regular April meeting.

Legal References

1. TCA 39-14-602
2. 47 USC Section 254 Child Internet Protection Act
3. TCA 10-7-512
4. TCA 49-1-221

Cross References:

- 1.805 Use of Electronic Mail (e-mail)
- 4.407 Web Pages