

Collierville Schools Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 03/21/17
		Rescinds: 4.406	Issued: 06/10/14

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

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's network system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

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

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work or files, accounts
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial or political purposes
 - 25 • Buying or selling on the Internet
 - 26 • Allowing unauthorized access to confidential information

27 **Students**

28 The director of schools shall develop and implement procedures for appropriate Internet use by
29 students. Procedures shall address the following:

- 30 1. General rules and ethics of Internet use.
- 31 2. Prohibited or illegal activities, including, but not limited to:¹
 - 32 • Sending or displaying offensive messages or pictures

- 1 • Using obscene language
- 2 • Harassing, insulting, defaming or attacking others
- 3 • Damaging computers, computer systems or computer networks
- 4 • Hacking or attempting unauthorized access
- 5 • Violation of copyright laws
- 6 • Trespassing in another's folders, work or files. accounts
- 7 • Intentional misuse of resources
- 8 • Using another's password or other identifier (impersonation)
- 9 • Use of the network for commercial purposes
- 10 • Buying or selling on the Internet
- 11 • Using electronic resources for any purpose inconsistent with the system's discipline
- 12 policies or code of conduct.

13 **INTERNET SAFETY MEASURES³**

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

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

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

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

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

33 A written parental consent shall be required prior to the student being granted access to electronic
34 media involving district technological resources.

1 E-MAIL

2 Users with network access shall not utilize district resources to establish electronic mail accounts
3 through third-party providers or any other nonstandard electronic mail system. All data including e-
4 mail communications stored or transmitted on school system computers shall be monitored.
5 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
6 may be a public record under the public records law and may be subject to public inspection.²

7 INTERNET SAFETY INSTRUCTION⁴

8 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
9 computer resources. The director shall provide adequate in-service instruction on internet safety.
10 Parents and students will be provided with material to raise awareness of the dangers posed by the
11 internet and ways in which the internet may be used safely.

12 SOCIAL NETWORKING

- 13 1. District staff who have a presence on social networking websites are prohibited from posting
14 data, documents, photographs or inappropriate information that is likely to create a material and
15 substantial disruption of classroom activity.
- 16 2. District staff are prohibited from accessing personal social networking sites on school
17 computers or during school hours except for legitimate instructional purposes.
- 18 3. The Board discourages district staff from socializing with students on social networking
19 websites. The same relationship, exchange, interaction, information, or behavior that would be
20 unacceptable in a non-technological medium is unacceptable when done through the use of
21 technology.

22 VIOLATIONS

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

Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References

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