

Jefferson County Board of Education

Monitoring:

**Review: Annually,
In November**

Descriptor Term:

Use of the Internet

Descriptor Code:

4.406

Issued Date:

1/14/16

Rescinds:

4.406

Issued:

11/15/12

1

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

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6 **Employees**

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

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13 The director of schools shall develop and implement procedures for appropriate Internet use which shall
14 address the following:

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16 1. Development of the Network and Internet Use Agreement.

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18 2. General rules and ethics of Internet access.

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20 3. Guidelines regarding appropriate instruction and oversight of student Internet use.

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22 4. Prohibited and illegal activities, including but not limited to the following: 1

23

24 • Sending or displaying offensive messages or pictures

25 • Using obscene language

26 • Harassing, insulting, defaming or attacking others

27 • Damaging computers, computer systems or computer networks

28 • Hacking or attempting unauthorized access to any computer

29 • Violation of copyright laws

30 • Trespassing in another's folders, work or files

31 • Intentional misuse of resources

32 • Using another's password or other identifier (impersonation)

33 • Use of the network for commercial purposes

34 • Buying or selling on the Internet

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36 5. District staff who have a presence on social networking websites are prohibited from posting
37 data, documents, photographs or inappropriate information that is likely to create a material and
38 substantial disruption of classroom activity.

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1 6. District staff are prohibited from accessing personal social networking sites on school
2 computers or during school hours except for legitimate educational purposes.

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4 7. The Board discourages district staff from socializing with students on social networking
5 websites. The same relationship, exchange, interaction, information, or behavior that would be
6 unacceptable in a non-technological medium is unacceptable when done through the use of
7 technology.

8 9 **Students**

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

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15 1. General rules and ethics of Internet use.
- 16
17 2. Prohibited or illegal activities, including, but not limited to:1
- 18
 - 19 • Sending or displaying offensive messages or pictures
 - 20 • Using obscene language
 - 21 • Harassing, insulting, defaming or attacking others
 - 22 • Damaging computers, computer systems or computer networks
 - 23 • Hacking or attempting unauthorized access
 - 24 • Violation of copyright laws
 - 25 • Trespassing in another's folders, work or files
 - 26 • Intentional misuse of resources
 - 27 • Using another's password or other identifier (impersonation)
 - 28 • Use of the network for commercial purposes
 - 29 • Buying or selling on the Internet
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31 32 **INTERNET SAFETY MEASURES**

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

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- 36 • Controlling access by students to inappropriate matter on the Internet and World Wide
37 Web
- 38 • Safety and security of students when they are using electronic mail, chat rooms, and
39 other forms of direct electronic communications
- 40 • Preventing unauthorized access, including "hacking" and other unlawful activities by
41 students on-line
- 42 • Unauthorized disclosure, use and dissemination of personal information regarding
43 Students
- 44 • Restricting students' access to materials harmful to them
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1 The director of schools/designee shall establish a process to ensure the district's education technology is
2 not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
3 include, but not be limited to:

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- 5 • Utilizing technology that blocks or filters Internet access (for both students and adults)
- 6 to material that is obscene, child pornography or harmful to students
- 7 • Maintaining and securing a usage log
- 8 • Monitoring on-line activities of students 2
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10 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
11 address and communicate, its Internet safety measures.2

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13 A written parental consent shall be required prior to the student being granted access to electronic media
14 involving district technological resources. The required permission/agreement form, which shall specify
15 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations,
16 must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by
17 the student. This document shall be executed at kindergarten entry, at 6th grade entry and at 9th grade
18 entry. It should be kept on file as a legal binding document. In order to rescind the agreement, the
19 student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools
20 with a written request.

21 **E-MAIL**

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24 Users with network access shall not utilize district resources to establish electronic mail accounts through
25 third-party providers or any other nonstandard electronic mail system unless used for legitimate
26 educational purposes. All data including e-mail communications stored or transmitted on school system
27 computers shall be monitored. Employees/students have no expectation of privacy with regard to such
28 data. E-mail correspondence may be a public record under the public records law and may be subject to
29 public inspection.3 Students may establish an email account through state or district approved sites for
30 specific educational assignments monitored by faculty (i.e. college for TN). Email addresses will be
31 subject to the District's policies in addition to any other terms of service.

32 **INTERNET SAFETY INSTRUCTION4**

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35 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
36 computer resources. Parents and students will be provided with material to raise awareness of the dangers
37 posed by the internet and ways in which the internet may be used safely.

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39 All students will be educated about appropriate online behavior, including interacting with other
40 individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

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- 42 • Age appropriate materials will be made available for use across grade levels.
- 43 • Training on online safety issues and materials implementation will be made available for
- 44 administration, staff and families.
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46 The training provided will be designed to promote Jefferson County Schools commitment to compliance
47 with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

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1 **VIOLATIONS**

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

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6 **BIENNIAL REVIEW**

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8 The above guidelines will be reviewed and revised as needed biennially.

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Legal Reference:

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1. TCA 39-14-602
2. 47 U.S.C. § 254; *Federal-State Joint Board on Universal Service*, CC Docket No. 96-45 Report and Order (March 30, 2001)
3. TCA 10-7-512
4. Tenn. Code Ann. § 49-1-221

Cross References:

- Use of Electronic Mail (e-mail) 1.805
- Web Pages 4.407
- Staff Community Relations 5.606