

Hardeman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 11/08/12
		Rescinds: 4.406	Issued: 05/14/09

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 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 computer 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 shall
10 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
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial purposes
 - 25 • Buying or selling on the Internet

26 **Students**

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

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- 1 1. General rules and ethics of Internet use.
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- 3 2. Prohibited or illegal activities, including, but not limited to:¹
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 - 6 • Sending or displaying offensive messages or pictures
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 - 9 • Damaging computers, computer systems or computer networks
 - 10 • Hacking or attempting unauthorized access
 - 11 • Violation of copyright laws
 - 12 • Trespassing in another's folders, work or files
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17 **INTERNET SAFETY MEASURES**

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

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

31 The director of schools/designee shall establish a process to ensure the district's education technology
32 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process
33 shall include, but not be limited to:

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

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

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43 A written parental consent shall be required prior to the student being granted access to electronic
44 media involving district technological resources. The required permission/agreement form, which
45 shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/
46 procedural violations, must be signed by the parent/legal guardian of minor students (those under 18
47 years of age) and also by the student. This document shall be executed each year and shall be valid
48 only in the school year in which it was signed unless parent(s) provide written notice that consent
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2 is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is
3 at least 18 years old) must provide the director of schools with a written request.
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5 **E-MAIL**

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7 Users with network access shall not utilize district resources to establish electronic mail accounts
8 through third-party providers or any other nonstandard electronic mail system. All data including e-mail
9 communications stored or transmitted on school system computers shall be monitored. Employees/students
10 have no expectation of privacy with regard to such data. E-mail correspondence may be a public record
11 under the public records law and may be subject to public inspection.³
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13 **INTERNET SAFETY INSTRUCTION⁴**

14 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer
15 resources. The director shall provide adequate inservice instruction on internet safety. Parents and students
16 will be provided with material to raise awareness of the dangers posed by the internet and ways in which
17 the internet may be used safely.
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19 **SOCIAL NETWORKING**

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- 22 1. District staff who have a presence on social networking websites are prohibited from posting data,
23 documents, photographs or inappropriate information that is likely to create a material and substantial
24 disruption of classroom activity or posting a school or system data documents, photographs, or inapp-
25 appropriate information about the school or system.
 - 26 2. District staff are prohibited from accessing personal social networking sites on school computers
27 or during school hours except for legitimate instructional purposes.
 - 28 3. The Board discourages district staff from socializing with students on social networking websites.
29 The same relationship, exchange, interaction, information, or behavior that would be unacceptable in
30 a non-technological medium is unacceptable when done through the use of technology.
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33 **VIOLATIONS**

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35 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
36 with the existing disciplinary procedures of this District.
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42 **Legal Reference:**

- 43 1. TCA 39-14-602
- 44 2. 47 U.S.C.§ 254; *Federal-State Joint Board*
45 *on Universal Service*, CC Docket No. 96-45
46 Report and Order (March 30, 2001)
- 47 3. TCA 10-7-512
- 48 4. TCA 49-1-221
- 49

42 **Cross References:**

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