

# Lakeland Board of Education

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|---|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually, in<br/>November</b> | Descriptor Term:<br><br><b>Use of the Internet</b> | Descriptor Code:<br><b>4.406</b> | Issued Date:<br><b>02/13/17</b> |
|   |  | Rescinds:<br><b>4.406</b>        | Issued:<br><b>02/10/14</b>      |

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 superintendent/designee that sets out the terms and conditions of  
7 such use. Any employee who accesses the district's computer system for any purpose agrees to be bound  
8 by the terms of that agreement, even if no signed written agreement is on file.

9 The superintendent or designee shall develop and implement procedures for appropriate Internet use  
10 which 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:<sup>1</sup>
  - 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)

- 1                   • Use of the network for commercial purposes  
2                   • Buying or selling on the Internet

3     **Students**

4     The superintendent shall develop and implement procedures for appropriate Internet use by students.  
5     Procedures shall address the following:

- 6           1. General rules and ethics of Internet use.
- 7           2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>  
8                 • Sending or displaying offensive messages or pictures  
9                 • Using obscene language  
10                • Harassing, insulting, defaming or attacking others  
11                • Damaging computers, computer systems or computer networks  
12                • Hacking or attempting unauthorized access  
13                • Violation of copyright laws  
14                • Trespassing in another's folders, work or files  
15                • Intentional misuse of resources  
16                • Using another's password or other identifier (impersonation)  
17                • Use of the network for commercial purposes  
18                • Buying or selling on the Internet

19     **INTERNET SAFETY MEASURES**<sup>3</sup>

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

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

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

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

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

## 12 **E-MAIL**

13 Users with network access shall not utilize district resources to establish electronic mail accounts through  
14 third-party providers or any other nonstandard electronic mail system. All data including e-mail have no  
15 expectation of privacy with regard to such data. E-mail correspondence may be a public record under  
16 the public records law and may be subject to public inspection.<sup>2</sup>

## 17 **INTERNET SAFETY INSTRUCTION** <sup>4</sup>

18 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
19 computer resources. The superintendent shall provide adequate inservice instruction on internet safety.  
20 Parents and students will be provided with material to raise awareness of the dangers posed by the  
21 internet and ways in which the internet may be used safely.

## 22 **SOCIAL NETWORKING**

- 23 1. District staff who have a presence on social networking websites are prohibited from posting  
24 data, documents, photographs, or inappropriate information that is likely to create a material and  
25 substantial disruption of classroom activity.
- 26 2. The board discourages district staff from socializing with students on social networking websites.  
27 The same relationship, exchange, interaction, information, or behavior that would be  
28 unacceptable in a non-technological medium is unacceptable when done through the use of  
29 technology.

## 1 VIOLATIONS

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

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### 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

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### Cross References

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