

Claiborne County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 10/13/16
		Rescinds: 4.606	Issued: 06/09/09

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 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:

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

- 1 • Harassing, insulting, defaming, or attacking others
- 2 • Damaging computers, computer systems or computer networks
- 3 • Hacking or attempting unauthorized access
- 4 • Violation of copyright laws
- 5 • Trespassing in another's folders, work, or files
- 6 • Intentional misuse of resources
- 7 • Using another's password or other identifier (impersonation)
- 8 • Use of the network for commercial purposes
- 9 • Buying or selling on the Internet

10 **INTERNET SAFETY MEASURES³**

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

- 12 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 13 Web
- 14 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 15 forms of direct electronic communications
- 16 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 17 students on-line
- 18 • Unauthorized disclosure, use and dissemination of personal information regarding
- 19 students
- 20 • Restricting students' access to materials harmful to them
- 21 • Provide training and support to educate students about the appropriate online behavior
- 22 including social networking websites and chat rooms
- 23 • Provide training and support to educate students on cyberbullying awareness and
- 24 response
- 25 • Any electronic device that accesses the Internet from District property and equipment
- 26 must have antivirus protection.
- 27 • The only Internet that may be accessed from a District Campus is the Internet that the
- 28 District provides.
- 29 • Unauthorized tampering and reconfiguration of network settings (IP Addresses, DNS
- 30 settings, etc.) is prohibited.
- 31 • Unauthorized disclosure of personal identification information is prohibited.

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

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

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

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

9 **E-MAIL**

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

15 **PROCESS FOR REVIEW AND REVISION**

16 Annually, this policy is reviewed and other revision(s) may be made as deemed necessary.

17 **INTERNET SAFETY INSTRUCTION⁴**

18 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
19 computer resources. The director shall provide adequate in-service instruction on internet safety. Parents
20 and students will be provided with material to raise awareness of the dangers posed by the internet and
21 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. 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
30 unacceptable in a non-technological medium is unacceptable when done through the use of
31 technology.

32 **OUTREACH PROGRAM**

33 Each school principal will be encouraged to include Internet Safety into at least one meeting of parents,
34 grandparents, and/or caregivers annually. A representative of the school system will seek opportunities
35 to present the system's Internet Safety guidelines to community stakeholder (i.e. Chamber of Commerce,

1 service organizations, etc.) and document the presentations made annually. The Internet Safety
2 guidelines will be posted on the school system's website and thus be readily accessible to the public.

3 **PROFESSIONAL DEVELOPMENT**

4 Internet Safety will be included in the first teacher and staff in-service meeting prior to the school year
5 annually. This session shall include the latest information regarding Internet Safety and special concerns
6 as well as the Acceptable Use Policy. Suggestions, comments, and concerns will be welcomed.

7 **VIOLATIONS**

8 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
9 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
School and System Websites 4.407