

Putnam County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 03/04/10
		Rescinds: 4.406	Issued: 08/06/09

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.

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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
9 a written agreement, developed by the director/designee that sets out the terms and conditions of such
10 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
11 the 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.
- 17 2. General rules and ethics of Internet access.
- 18 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 19 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 20 • Sending or displaying offensive messages or pictures
 - 21 • Using obscene language
 - 22 • Harassing, insulting, defaming or attacking others
 - 23 • Damaging computers, computer systems or computer networks
 - 24 • Hacking or attempting unauthorized access to any computer
 - 25 • Violation of copyright laws
 - 26 • Trespassing in another's folders, work or files
 - 27 • Intentional misuse of resources
 - 28 • Using another's password or other identifier (impersonation)
 - 29 • Use of the network for commercial purposes
 - 30 • Buying or selling on the Internet
 - 31 • Use of network for political purposes

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Students

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

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

INTERNET SAFETY MEASURES

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

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

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

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

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

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

11 12 13 **E-MAIL**

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

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21 Every two years, the director of schools shall file with the Commissioner of Education an acceptable use
22 policy, approved by the school board, for use of the internet on or before October 31.⁴

23 24 25 **INTERNET SAFETY INSTRUCTION⁵**

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27 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer
28 resources. Parents and students will be provided with material to raise awareness of the dangers posed by
29 the internet and ways in which the internet may be used safely. Professional development opportunities
30 will be provided annually for teachers and staff across the district.

31 32 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.

37 38 39 40 41 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. Public Chapter 0989
- 49 5. Tenn. Code Ann. § 49-1-221

Cross References:

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