

Administrative Directive Title: Procedures for the Use of Internet	AD Number: 4.406.1	Adopted: December 1996 Former Descriptors: STU22
Policy References: Board Policy 4.406 – Use of Internet	Revised: 10/08; 7/14; 8/15; 7/19; 11/24	

1 **RULES OF INTERNET ACCESS FOR SCHOOL EMPLOYEES AND STUDENTS**

2 The school district will provide access to the internet for all employees. Access to the internet will
 3 be provided to students for educational purposes only. When using the internet, the following
 4 activities are prohibited:

- 5 1. Sending or displaying offensive messages or pictures;
- 6 2. Using obscene language;
- 7 3. Harassing, insulting, defaming, or attacking others;
- 8 4. Damaging computers, computer systems, or computer networks;
- 9 5. Hacking or attempting unauthorized access to any computer;
- 10 6. Violation of copyright laws;
- 11 7. Trespassing in another individual's folders, work, or files;
- 12 8. Intentional misuse of resources;
- 13 9. Using another's password or other identifier (impersonation);
- 14 10. Using the network for commercial purposes; and
- 15 11. Buying or selling on the internet.

16 The school district reserves the right to monitor, inspect, copy, review, and store, at any time and
 17 without prior notice, any and all usage of the computer network and internet access, including any
 18 and all information transmitted or received in connection with such usage. Any employee or
 19 student observed in the act of any prohibited activity will be disciplined accordingly.

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 21 Technical support is available when questions arise as to any complications with the use of the
 22 internet. In the course of conducting district business, employees shall use the district internet and
 23 refrain from using any personal hot spots or connections, unless an exigent circumstance exists.
 24 Every school district employee shall sign an internet use agreement prior to starting their job duties.

25 *Internet Code of Ethics*

26 When using the internet, employees and students will use appropriate computer etiquette and
 27 uphold a code of ethics when accessing the internet. The internet code of ethics shall contain the
 28 following:

- 29 1. All use of the internet shall be in support of education and research and consistent with
 30 the purposes of the school district;
- 31 2. The rights of other and the integrity of the computer network shall be respected at all
 32 times;
- 33 3. All relevant Board policy and State and federal laws shall be observed;
- 34 4. Network accounts are to be used only by the authorized user of the account for the
 35 authorized purpose;

- 36 5. Downloading any program or software on to district computers is prohibited unless
37 permission has been received from the Technology Department;
- 38 6. Delete messages from unknown or untrustworthy senders, suspicious files, links, or
39 URLs as they can contain malicious software or viruses;
- 40 7. Do not use the network or individual computers in a way that would disrupt the use by
41 others; and
- 42 8. All computers shall be logged off or shut down when unattended.

43 **APPROPRIATE INSTRUCTION AND OVERSIGHT OF STUDENT INTERNET USE**

44 The intent of the school district is to provide access to resources via the internet with the
45 understanding that employees and students will access and use information that is appropriate
46 and compliments the curriculum. All employees shall screen all internet resources before using
47 the resource with students.

48 The school district will utilize filtering software to prevent students from conducting prohibited
49 activity. Any internet activity by a student will be monitored through direct observation by
50 employees and/or by technological means to ensure that the student isn't accessing inappropriate
51 material for minors.

52 Students shall not be permitted to use computer resources without appropriate supervision.
53 Employees shall be familiar with and enforce the appropriate use rules with students. All relevant
54 board policies and state and federal laws shall apply to the usage of the internet.

55 *Penalties for Violations*

56 Any student who does not comply with these terms and conditions will lose computer privileges
57 for a period to be determined by the school principal consistent with the school district's Code of
58 Conduct. Repeated infractions or an especially severe infraction will result in termination of access
59 privileges permanently.