



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: Internet & Email Use Policy
POLICY NUMBER: GDU
DATE OF ORIGINAL POLICY: 11/8/05
CANCELS POLICY NO.: None

EFFECTIVE DATE: 2/7/14
DATE OF NEXT REVIEW: 3/2017
DATED: 3/7/14

I. PHILOSOPHY:

The goals of this policy are to outline appropriate and inappropriate use of Shonto Preparatory School District's Internet resources, including the use of browsers, electronic mail, instant messaging, file uploads/downloads, and voice communications. SIPA requires that the use of the resources be in accordance with its guidelines and support the education, research, and educational goals of the District. Therefore, the Shonto Governing Board of Education establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education for individuals to use the Internet to further the goals and objectives of the district. This includes acquiring or sharing information necessary, sharing or providing resources to support teaching, scholarly research and public service. Other activities that are encouraged include communicating with fellow employees, business partners of Shonto Preparatory School and clients within the context of an individual's assigned responsibilities. Only District faculty, staff, students and other persons who have received permission under appropriate authority are allowed these district resources.

III. EXCEPTIONS TO POLICY:

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers.

Incidental and occasional personal use of district resources may occur when such use does not generate a direct cost for the District or interfere with an individual's work. Any such incidental and occasional use of District resources for personal purposes is subject to the provisions of this policy. The Shonto Governing Board of Education, Inc reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A) Appropriate Use of Technology

Shonto Preparatory School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology



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exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff, Board, students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and will not be tolerated. A consistent high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

B) Privacy

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material including files deleted from a user's account may be intercepted, accessed or searched by district administrators or designees at any time.

C) VIOLATIONS OF TECHNOLOGY USAGE

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures regardless of the success or failure of the attempt may result in the same discipline or suspension of privileges as that of an actual violation.

D) CONTENT FILTERING AND MONITORING

The district will monitor the on-line activities of all employees and students and operate a technology protection measure ("filtering/blocking device") for all computers with Internet access, as required by law. The filtering/blocking device will protect against accessing sites that are obscene, harmful to minors and child pornography as required by law. Evasion, disabling, or attempting to evade or disable a filtering/blocking device



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installed by the district is prohibited. The superintendent, designee, or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

E) GENERAL RULES AND RESPONSIBILITIES

All users of the district technology resources will follow the following rules and responsibilities:

1. Users shall minimize using streaming media such as Internet Radio, Internet Video Chat, Internet Games, or other streaming technology unless directly related to the user's job performance or lesson plan. The internet is for educational and professional purposes only.
2. Applying for a user ID under false pretenses is prohibited.
3. Using another person's user ID and/or password is prohibited.
4. Sharing one's user ID and/or password with any other person is prohibited.
5. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
6. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
7. Personal email during class time or work time is discouraged, unless educationally appropriate.
8. Unless authorized by the district, non-educational Internet usage is prohibited.
9. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district resources that is pornographic, obscene, child pornography, harmful to minors or obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing or disseminating information using district resources, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.



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14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or the violation of any person's rights under applicable laws is prohibited.
15. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
16. Users may only install and use licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.
18. All users will use the district's property as it was intended.
19. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator.
20. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

F) TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.
3. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
4. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
5. The unauthorized copying of system files is prohibited.
6. Intentional or negligent attempts whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
7. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
8. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.

G) ONLINE SAFETY, DISCLOSURE, USE, AND DISSEMINATION OF PERSONAL INFORMATION

1. Students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met on-line without parental approval.



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4. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. All district employees will abide by state and federal law and board policies and district rules when communicating information about personally identifiable students.
6. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
7. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

H) ELECTRONIC MAIL

1. A user is responsible for all electronic mail ("e-mail") originating from the user's ID or password.
2. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
3. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
4. Users are prohibited from sending unsolicited electronic mail, unless the communication is a necessary, employment-related function, or an authorized publication.
5. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

V. DELEGATION OF AUTHORITY:

All supervisors or administrators are expected to review the contents of this policy annually with students and/or staff.

VI. REPORTS:

None

VII. FORMS:

None

VIII. EXPIRATION:

This policy expires three (3) years after its acceptance unless reapproved.



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IX. SIGNATURE BLOCK:

Submitted by: Jon-Daniel Delmar
Computer Tech II

Date: 2/7/14

1st Review Reading: February 7, 2014

2nd Review Reading: March 7, 2014

Established: _____

A handwritten signature in black ink, appearing to read 'Martha Tate', is written over a horizontal line.

Martha Tate, Board President
Shonto Governing Board of Education, Inc.