

REVISED POLICY - VOL. 27, NO. 1STAFF ~~NETWORK AND INTERNET~~ EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The ~~School~~ Governing Board is pleased to provide ~~Internet-service~~ Education Technology to its staff. Education Technology or "Ed-Tech" includes use of the ~~Corporation~~ Career Center Career Center's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services. The ~~Corporation~~ Career Center Career Center's ~~Internet-system~~ Education Technology has a limited educational purpose. The ~~Corporation~~ Career Center Career Center's ~~Internet system~~ Education Technology has not been established as a public access service or a public forum. The ~~Corporation~~ Career Center Career Center has the right to place restrictions on its use to assure that use of the ~~Corporation~~ Career Center Career Center's ~~Internet-system~~ Education Technology is ~~in accord~~ consistent with its limited educational purpose. Staff use of the ~~Corporation~~ Career Center Career Center's ~~computers, network and Internet services ("Network")~~ Education Technology will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of ~~the Network~~ Education Technology. Users have a limited privacy expectation in the content of their personal files and records of their online activity while ~~on the Network~~ accessing Education Technology.

The ~~Corporation~~ Career Center encourages staff to utilize ~~the Internet~~ Education Technology in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The ~~School~~ Governing Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of ~~the Internet~~ Education Technology will be guided by the ~~Corporation~~ Career Center's policy on Instructional Materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the ~~Corporation~~Career Center may not be able to technologically limit access to services through ~~the CorporationCareer Center's Internet-connection~~its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, ~~will open~~opens classrooms and students to electronic information resources which ~~have not been~~may not have been screened by educators for use by students of various ages.

The ~~Corporation~~Career Center has implemented the use of technology protection measures, which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the ~~Corporation~~Career Center or ~~Superintendent~~Executive Director, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using ~~the Network~~Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The ~~Superintendent~~Executive Director or _____ may temporarily or permanently unblock access to ~~websites~~sites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. [] The ~~Superintendent~~Executive Director or _____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

~~The CorporationCareer Center has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The CorporationCareer Center utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The SuperintendentExecutive Director or _____ may disable the technology protection measures to enable access for bona fide research or other lawful purposes.~~

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and specified above, and staff members will monitor students' online activities while at school.

[X] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and

BOARD OF SCHOOL TRUSTEES

PROPERTY

| _____SCHOOL CORPORATIONCAREER CENTER 7540.04/page 4 of 7
computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that ~~Internet-Ed-Tech~~ users under their supervision are knowledgeable about this policy and its accompanying guidelines. The **School** Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Internet~~**Education Technology**. All ~~Internet-Ed-Tech~~ users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on the ~~Corporation~~**Career Center's** computers/network and ~~the Internet~~**Education Technology** just as they are in classrooms, school hallways, and other school premises and ~~school-sponsored~~**school-sponsored** events. Communications on ~~the Internet~~**Education Technology** are often public in nature.

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

~~[] Staff members shall not access social media for personal use on the Corporation's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.~~

~~[] Staff members shall not access social media from the Corporation's network for either personal or educational use.~~

General school rules for behavior and communication apply. The **School** Board does not sanction any use of ~~the Internet~~**Education Technology** that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's computers of the Corporation~~**Career Center's Education Technology are personally responsible and liable, both civilly and criminally, for uses of Education Technology not authorized by this Board Policy and its accompanying guidelines.**~~assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.~~

The **School** Board designates the ~~Superintendent~~**Executive Director** ~~and the~~
_____~~as the administrator~~**administrators** responsible for initiating,
implementing, and enforcing this policy and its accompanying guidelines as they
apply to staff members' use of ~~the Network~~**Education Technology**.

[X] Staff will be provided with a school email account that they are
required to utilize for all school-related electronic communications,
including those to students and individuals and/or organizations
outside the ~~Corporation~~**Career Center** with whom they are
communicating for school-related projects and assignments. Further,
as directed and authorized by their building principal, they shall use
their school-assigned email account when signing up/registering for
access to various online educational services.

[Optional]

[X] Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the **School** Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the ~~Corporation~~**Career Center**'s mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see **Board** Policy 8330). Education records include a wide variety of information—, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

P.L. 106-554 (2000), Children's Internet Protection Act

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

[47 C.F.R. 54.520, Children's Internet Protection Act](#)

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