

## **Electronic Communications System**

### **Principles of Acceptable and Safe Internet Use**

#### **General**

Internet access and e-mail provided by LCSD are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other LCSD related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

#### **Monitoring and Privacy**

Users have no right to privacy while using the LCSD Internet Systems. LCSD monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on LCSD-provided devices, such as files, e-mails, cookies, and Internet history.

LCSD reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. LCSD will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District Internet Systems and LCSD Property.

#### **Prohibited Uses of the Department's Internet Systems**

Users may not engage in any of the activities prohibited by this policy when using or accessing LCSD Internet Systems and LCSD property.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate LCSD personnel. LCSD reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or LCSD property, such as:
  - a. Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on LCSD web pages, or professional social media sites;
  - b. Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;

- c. Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
  - d. Sending, posting, or otherwise distributing chain letters or engaging in spamming;
  - e. Damaging computer equipment, files, data or LCSD Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the LCSD educational or business environment;
  - f. Using LCSD Internet System and property in a manner that interferes with the education of the user or others or the job duties of the user or others;
  - g. Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
  - h. Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
2. Gaining or attempting to gain unauthorized access to LCSD Internet Systems and LCSD Property, or to any third party's computer system, such as:
- a. Malicious tampering, phishing or hacking activities;
  - b. Intentionally seeking information about passwords belonging to other users;
  - c. Disclosing a user's password to LCSD Internet Systems and property to other individuals. However, students may share their LCSD password with their parents.
  - d. Modifying passwords belonging to other users;
  - e. Attempting to log in through another person's account;
  - f. Attempting to gain access to material that is blocked or filtered by the District;
  - g. Accessing, copying, or modifying another user's files without authorization;
  - h. Disguising a user's identity;
  - i. Using the password or identifier of an account that does not belong to the user; or
  - j. Engaging in uses that jeopardize access into others' accounts or other computer networks.
3. Using LCSD Internet Systems and property for commercial purposes, such as:
- a. Using LCSD Internet Systems and property for personal financial gain;
  - b. Conducting for-profit business activities, personal advertising, or other non-District business communications;
  - c. Engaging in fundraising or
  - d. Using the District Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
4. Engaging in criminal or other unlawful activities.

### **Filtering**

In accordance to Children's Internet Protection Act ("CIPA"), LCSD blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District will also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the

network. LCSD may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

### **Protection of Personally Identifiable & Confidential Information**

The Family Educational Rights and Privacy Act (“FERPA”) prohibits District school officials from disclosing personally identifiable information (“PII”) from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District Internet Systems must comply with FERPA Confidentiality and Release of Student Records; Records Retention. If you are unsure about whether the activity will comply with FERPA or Chancellors Regulation A-820, please contact the District IT Director.

### **Student Internet Safety**

#### **1. LCSD Responsibilities:**

- a. LCSD will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- b. LCSD will work to protect the safety and security of minors when using electronic mail and other forms of direct electronic communications.
- c. As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

#### **2. Students Using LCSD Internet Systems**

- a. Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- b. Students should not meet in person anyone they have met only on the Internet.

Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.

- c. Students should not allow District computers to save their passwords.

#### **3. Employees of the Lincoln County School District using LCSD Internet Systems, including Social Media for class activities**

- a. Employees will educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- b. Social Media
  1. “Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet

forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.

2. Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.
3. LCSD limits access to these sites to individuals within the District and District school officials. If access to a social media site will extend beyond individuals within the District or District school officials, then parent consent is required.
4. Employees must refer to the District Social Media Guidelines, which are incorporated into this policy, if Internet activities will involve social media.

4. Parents:

- a. Although students generally will be supervised when using LCSD Internet System on school property, it is not practicable for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through LCSD Internet Systems.
- b. Parents are exclusively responsible for monitoring their children's use of the Internet when LCSD Internet Systems are accessed from home or a non-school location. The District may or may not employ its filtering systems to screen home access to LCSD Internet Systems. Parents should inquire with the school or District.

**Violations of this Policy**

LCSD, including central office and schools, reserves the right to terminate any user's access to LCSD Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken. If a student's access to LCSD Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program through the use of an alternate form of education to meet the curriculum.

Employee violations of this policy will be handled by appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

**Limitation of Liability**

LCSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of LCSD network are to be borne by the user. LCSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

## Sample Parent Letter

Dear Parents:

Your student has requested to participate in the district's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

- 3\* An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
- 4\* The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to the school office indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

[System Coordinator/Administrator]

**Lincoln County School District**  
**Student Agreement for an Electronic Communications System Account**

Student agreement must be renewed each academic year.

**Student Section**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sponsoring Parent**

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

I give my permission to issue an account for my student and certify that the information contained on this form is correct.

I do not give my permission for my student to participate in the district's communications system.

Signature of Parent \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

This space reserved for System Coordinator

Assigned Username: \_\_\_\_\_

Assigned Password: \_