

Claiborne County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 05/10/12
		Rescinds: 4.406	Issued: 06/09/09

1 The Board supports the right of staff and students to have reasonable access to various information for-
2 mats and believes it incumbent upon staff and students to use this privilege in an appropriate and respon-
3 sible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file. The director of schools shall
9 develop and implement procedures for appropriate Internet use which shall address the following:
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- 11 1. Development of the Network and Internet Use Agreement.
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- 13 2. General rules and ethics of Internet access.
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- 15 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
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- 17 4. Prohibited and illegal activities, including but not limited to the following:
 - 18 • Sending or displaying offensive messages or pictures
 - 19 • Using obscene language
 - 20 • Harassing, insulting, defaming or attacking others
 - 21 • Damaging computers, computer systems or computer networks
 - 22 • Hacking or attempting unauthorized access to any technology or user account
 - 23 • Violation of copyright laws
 - 24 • Trespassing in another's folders, work or files
 - 25 • Unauthorized tampering and reconfiguration of network settings (IP
 - 26 Addresses, DNS settings etc.)
 - 27 • Intentional misuse of resources
 - 28 • Using another's password or other identifier (impersonation)
 - 29 • Use of the network for commercial purposes
 - 30 • Unauthorized buying or selling on the Internet
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35 **Students**

36 The director of schools shall develop and implement procedures for appropriate Internet use by students.
37 Procedures shall address the following:
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- 39 1. General rules and ethics of Internet use.
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2 2. Prohibited or illegal activities, including, but not limited to:1
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- 4 • Sending or displaying offensive messages or pictures
5 • Using obscene language
6 • Harassing, insulting, defaming or attacking others
7 • Damaging computers, computer systems or computer networks
8 • Hacking or attempting unauthorized access to any technology or user account
9 • Violation of copyright laws
10 • Trespassing in another's folders, work or files
11 • Unauthorized tampering and reconfiguration of network settings (IP
12 Addresses, DNS settings etc.)
13 • Intentional misuse of resources
14 • Using another's password or other identifier (impersonation)
15 • Unauthorized disclosure of personal identification information
16 • Use of the network for commercial purposes
17 • Buying or selling on the Internet
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19 **INTERNET SAFETY MEASURES**

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21 Internet safety measures shall be implemented that effectively address the following:
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- 23 • Controlling access by students to inappropriate matter on the Internet and the World Wide Web
24 • Safety and security of students when they are using electronic mail, chat rooms, and
25 other forms of direct electronic communications
26 • Preventing unauthorized access, including "hacking" and other unlawful activities by
27 students on-line
28 • Unauthorized disclosure, use and dissemination of personal information regarding
29 students
30 • Restricting students' access to materials harmful to them
31 • Provide training and support to educate students about appropriate online behavior including
32 social networking websites and chat rooms
33 • Provide training and support to educate students on cyberbullying awareness and response
34 • Any electronic device that accesses the Internet from District property and equipment
35 must have antivirus protection.
36 • The only Internet that may be accessed from a District Campus is the Internet that the District
37 provides.
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39 The director of schools/designee shall establish a process to ensure the district's education technology
40 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
41 include, but not be limited to:
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- 43 • Utilizing technology that blocks or filters Internet access (for both students and adults)
44 to material that is obscene, child pornography or harmful to students
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46 • Maintaining and securing a usage log
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48 • Monitoring on-line activities of students2
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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 **E-MAIL**

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

19 **PROCESS FOR REVIEW AND REVISION**

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22 Annually, this policy is reviewed in the month of November; however, other revision(s) may be made as
23 deemed necessary.

24 **INTEGRATION OF INTERNET SAFETY IN CURRICULUM AND INSTRUCTION**

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27 Curriculum supervisors will ensure that internet safety instruction that meets the guidelines of the Children's
28 Internet Protection Act (CIPA) and the International Society for Technology in Education (ISTE) are
29 incorporated into the curriculum and instruction of K - 12 classes.

30 **INTERNET SAFETY INSTRUCTION**

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33 Students will be given appropriate instruction in Internet Safety as a part of any instruction utilizing computer
34 resources. Parents and students will be provided with material to raise awareness of dangers posed by the
35 internet and ways in which the internet may be used safely.

36 **OUTREACH PROGRAM**

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39 Each school principal will be encouraged to include Internet Safety into at least one meeting of parents,
40 grandparents, and/or caregivers annually. A representative of the school system will seek opportunities
41 to present the system's Internet Safety guidelines to community stakeholder (i.e. Chamber of Commerce,
42 service organizations, etc.) and document the presentations made annually. The Internet Safety guidelines
43 will be posted on the school system's website and thus be readily accessible to the public.

44 **PROFESSIONAL DEVELOPMENT**

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47 Internet Safety will be included in the first teacher and staff in-service meeting prior to the school year
48 annually. This session shall include the latest information regarding Internet Safety and special concerns
49 as well as the Acceptable Use Policy. Suggestions, comments, and concerns will be welcomed.

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VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Legal Reference:

- 1. TCA 39-14-602
- 2. 47 U.S.C. § 254; *Federal-State Joint Board on Universal Service*, CC Docket No. 96-45 Report and Order (March 30, 2001)
- 3. TCA 10-7-512

Cross References:

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