

PROCEDURE 441 – TECHNOLOGY AND INTERNET ACCEPTABLE USE BY STAFF

I. Acceptable Use Guidelines

All staff and students will use the school district's technology and Internet, including electronic communication resources, social networking sites and blog sites, in accordance with Policy 441 and in a manner that does not interfere with, disrupt, or jeopardize technology and Internet users, services, or equipment. Employees have responsibility for maintaining appropriate employee-student relationships at all times. This includes using professional judgment when necessary for the safety of students online and responding appropriately as a mandated reporter when applicable.

II. Acceptable Uses of District Technology and Internet Resources

- A. Research and assigned classroom projects
- B. Access and use consistent with copyright laws and applicable licensing or use agreements
- C. Communication with a student and the student's family about an individual student's progress, assignments or classroom activities.
- D. Communication with students and families about school district or classroom activities affecting their students
- E. Communication with colleagues about school district business or activities
- F. Access to files and documents to which the staff member or student has a right of access
- G. Access to email, social media or blog sties for school related purposes
- H. Posting private student data and work if permission for publication of student work or data on the Internet has been obtained
- I. Professional development
- J. Other similar uses with approval of the site leader

III. An employee may request access to an Internet site that is otherwise blocked by the school district's technology protection measures by demonstrating a bona fide research or other lawful purpose.

IV. Unacceptable Uses of District Technology and Internet Resources

- A. Vandalism and harassment
- B. Impersonation of another user
- C. Illegal, criminal, or other uses in violation of school district policies, including but not limited to illegal discrimination;

- D. Illegal access to or dissemination of government data
- E. Access to images or materials that are obscene, pornographic, lewd, vulgar, inflammatory, disrespectful, violent or advocating violence
- F. Communication to advocate directly or indirectly for or against a ballot question or election of any person to any political office
- G. For personal gain or profit
- H. Defamation
- I. Violation of copyright or other intellectual property protections such as licenses

V. Personal Online Behavior that Affects ISD 279

A. Inadvertent Violations

1. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to his or her supervisor.
2. If a user inadvertently accesses unacceptable images, the user shall take any necessary actions to prevent students from seeing the unacceptable images and report the inadvertent access to his or her supervisor.
3. If a user receives an email containing unacceptable images or materials, the user shall delete the email and tell the sender not to send inappropriate emails or links and report the email to his or her supervisor.
4. A supervisor receiving a report of inadvertent access to unacceptable materials shall make a note of the date and time of the user's report.

B. Other Violations

1. Any employee who accesses unacceptable materials and has not informed his or her supervisor that the access was inadvertent is presumed to have intentionally violated Policy 441.
2. Violation of Policy 441 is just cause for employee discipline up to and including termination.

Procedure Revised: 07/29/2014

Procedure Revised: 01/08/2013

Procedure Revised: 5/2/06

Procedure Revised 10/15/2002

Procedure 441 Adopted: 5/4/99 (formerly Policy 4132 & 4232)

Cross References:

Policy 652 – Instructional Materials Selection and Production
Policy 654 – Instructional Materials Re-evaluation, Selection, Production, and Re-evaluation
Policy 524 – Internet Acceptable Use and Safety
Policy 506 – Student Discipline

Legal References

17 U.S.C. 101 et seq. (Copyrights)
15 U.S.C. 6501 et seq.
Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. 254
47 C.F.R. 54.250 (FCC rules implementing CIPA)
Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 1601, et seq., as amended
Minn. Stat. § 125B.15 United States v. American Library Association, 123 S. Ct. 2297 (2003)

Notification Statement

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota