

NESPELEM SCHOOL DISTRICT No. 14

ADMINISTRATION

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BOARD OF DIRECTORS

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Dear Parents/Guardians:

Your child has the opportunity to receive an electronic network account or access, and needs your permission to do so. Among other advantages, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems and networks. Internet is a system which links smaller computer networks, creating a large and diverse network. Internet allows your child, through electronic mail (e-mail) and other means to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school district procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. Parents, remember that you are legally responsible for your child's actions.

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

If you have any questions please contact me at 509-634-454. Please return the signed informed consent forms to us as soon as possible. Thank you.

Sincerely,

John Adkins
Superintendent/Principal

NESPELEM SCHOOL DISTRICT No. 14 is committed to providing equal opportunities for all persons without regard to age, sex, race, creed, religion or ethnic background in its educational programs, activities, policies and employment practices. Phone (509) 634-4541 Fax (509) 634-4551

ELECTRONIC RESOURCES

The Nespelem School District board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Nespelem School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:

Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
Board Policy 2025	Copyright Compliance
Board Policy 3241	Classroom Management, Corrective Actions or Punishment
Board Policy 4400	Election Activities
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 3207	Harassment, Intimidation and Bullying
Board Policy 4040	Public Access to District Records
Board Policy 3231	Student Records

Legal Reference:

18 USC §§ 2510-2522 Electronic Communication Privacy Act

Management Resources:

Policy News, June 2008 **Policy News**
Policy News, June 2001 Congress requires Internet Blocking at School
Policy News, August 1998 Permission required to review email

Adoption Date

Nespelem School District

Revised: 10.00; 10.01; 04.08; 06.08; 9.08

Classification: Priority

Electronic Resources

These procedures are written to support the Electronic Resources Policy of the Nespelem School Board of Directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The Nespelem School district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with the Nespelem School District Superintendent to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from a teacher or the technology coordinator);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network.
- The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- Students and staff should avoid revealing personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the Nespelem School District's policy and procedures *and* agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the Nespelem School District's user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Nespelem School District #14 Network User Access Informed Consent Form

Please read, sign and return for email and network access.

I have read and understand these regulations:

In consideration for the privilege of using the Nespelem School network and in consideration for having access to the public networks, I hereby release Nespelem School District #14, Washington School Information Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the WEdNet including, without limitation, the type of damages identified in the Nespelem School District's Acceptable Use Guidelines. Further, I agree to abide by the Nespelem School District's Policy and Procedures for Electronic Information Systems, which I have reviewed and understand.

Signature of Nespelem School District #14 Employee

Date

Printed name of Nespelem School District #14 Employee

Nespelem School District #14 Job Title

For Official Use Only / Do Not Write Below This Line

Nespelem School District #14 Network Account ID: _____

Approved by: _____

Date: _____

Revised: 06.01; 06.08; 9.08

Nespelem School Dist. #14

Student Network/Internet User Agreement and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud.

Violations may result in a loss of access as well as other disciplinary or legal action.

Student User Agreement:

As a user of the Nespelem Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

(Initial appropriate items)

- _____ agree to use the internet responsibly
- _____ agree to use the Nespelem School network responsibly
- _____ agree to use email responsibly
- _____ grant permission to have my materials published to the internet. (audio, video, print, photos)
- _____ grant permission to have my unidentified photo published to the internet.

Student Signature _____ Date _____

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(Initial appropriate items)

- _____ access the internet
- _____ access teacher approved online social sites
- _____ use email (contact Ms. Edwards 509-634-4541 ext 34 for details)
- _____ have his/her materials published to the internet.(audio, video, print, photos)
- _____ have his/her unidentifiable photo published to the internet.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Student's Name: _____
Parent's Name: _____
Home Phone: _____

Address _____

Grade: _____

Nespelem School District #14 Internet Safety Contract

My safety and the safety of my friends, family and schoolmates, teachers and school are important. I will respect everyone's safety online by keeping personal information private and by always being respectful in my interactions with others.

- This includes protecting full names or last names, addresses, telephone numbers, passwords, parents' names, team names, and school names.
- It also includes protecting photos that identify anyone or could embarrass anyone. I will not post a photo without the individuals, the teachers or my parents permission.

I recognize there are many online services that can be used on computers, cell phones, game consoles and other devices, and that my commitment to the safety and privacy of others means that I will protect this information at all times and on all types of Web sites – including but not limited to, instant messages, e-mail, blogs, chat rooms, games, contests, and when using mobile phones.

I have the right to expect these same protections from my friends, family, school friends and school.

I understand that Nespelem School staff will supervise my time online and will use a filtering service to protect me and monitor my online actions to ensure appropriate behavior is maintained.

I will report to my teacher any email, chat room conversations, instant messages or websites that are inappropriate or make me feel uncomfortable like X-rated e-mail, images or files.

I will not use rude or mean language on the internet. I will treat others online as I would have them treat me. I will not bully or send mean or threatening messages nor will I respond to any such messages that are sent to me.

I will not be disciplined for accidentally seeing inappropriate content, and I promise not to look for inappropriate content. If I do see something inappropriate that makes me feel scared, uncomfortable or confused I will turn off my monitor and tell my teacher.

I will tell my teacher if anyone online asks me my name, my address, my telephone number, the name of my school, or if anyone online asks me to meet in person.

I will not tell anyone online where I will be or what I will be doing without my teacher's and/or parent's/guardian's permission.

I understand that private family matters should not be discussed online. Instead, I should talk about them with a trusted adult.

I will not buy or order products online or give out any credit card information online without permission from my teacher or parent/guardian.

I understand that online actions I take when not at school can still affect my school environment, and will follow my Internet Safety Contract whether I am at school or away from school.

I understand that Internet use is a privilege, not a right. By signing below, I agree to all of the internet safety rules.

Name

Date