

POLICY 6079 PROCEDURES

Student and Staff Access Procedures

I. Internet Use

The staff of Granite Falls School District, in order to match electronic resources as closely as possible to the approved District curriculum, will review and evaluate resources in order to offer Internet resources and materials which comply with Board guidelines listed in Board Policy 6080 outlining the selection of instructional materials. As students make use of telecommunications and electronic information resources to conduct research and other studies related to District curriculum, staff will provide guidance in appropriate use of these resources. Access will only be provided after an Electronic Network Use Agreement has been signed by both student and parent and all forms are returned to the school.

All students will be informed by staff of their rights and responsibilities as users of the District network prior to gaining access to that network. Staff will make every effort to review and evaluate sites prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

II. Rules of Use

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature. Therefore general school rules and standards for professional behavior and communications will apply.

Access is a privilege, not a right. Access entails responsibility. The following are not allowed on our network:

- Employing the network for commercial or illegal purposes
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Installing unauthorized software for use on District computers
- Trespassing in others' folders, work or files
- Using others' accounts/passwords
- Harassing, insulting or attacking others
- Sending or displaying offensive messages or pictures or using obscene language
- Intentionally wasting limited resources
- Revealing personal or confidential information on students or employees (e.g., using email or social networking site to communicate about a student)
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus/key-loggers)
- Promoting of political or religious causes

Network administrators may review files and communications to maintain system integrity and to ensure that the system is used responsibly. Users should not expect that files stored on District servers will be private. The network supervisor will report inappropriate behaviors to the school supervisor for appropriate action. Student violations may result in:

- Permanent loss of access
- Additional disciplinary action may be determined at the school level in line with existing practice regarding inappropriate language or behavior and/or failure to comply.
- When applicable, law enforcement agencies may be involved.

Staff violations may result in the above as well as the network administrator reporting inappropriate behaviors or violations to the employee's supervisor, who will take appropriate disciplinary action.

III. District Responsibilities

- Monitor all activity on the Granite Falls network.

- Make determinations on whether specific uses of the network are consistent with our acceptable use policy.
- Monitor storage disk space utilization by users.
- Decide what is appropriate use.
- Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity in violation of these procedures.
- Provide staff development opportunities to increase the skills of District personnel who will be working with students on the Internet.

The District will endeavor to provide a safe internet environment for students. However, parents will be warned of the potential availability of offensive material on the Internet and students and parents will both be advised that the student is ultimately responsible for his/her own conduct on the Internet.

Filtering and Monitoring

Filtering software or services will be installed and used on all computers with access to the Internet. This will block or filter access to visual depictions that are obscene, illegal, or harmful to students. This filtering will be applied to all users (adults and students.) However, it is impossible for the District to completely prevent access to obscene, illegal, and other controversial materials. By signing the District Network Use Agreement, parents and students agree to use the District Internet access for educational purposes and to not access obscene, illegal, or other controversial materials while on school computers. Staff will, to the best of their ability, monitor student use of the Internet while at school. Staff will take reasonable measures to prevent access to inappropriate material by students.