

Adopted: September 8, 1997
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December 10, 2001

White Bear Lake Area
School District #624 Policy 524

524 INTERNET ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for acceptable and safe use of the Internet, including electronic communications.

II. SCOPE

This policy shall apply to all users of the School District's Internet access, computers and equipment, including but not limited to students, faculty, administrators, supporting staff, agents, and board members. This policy shall apply to the use of the School District's Internet access provided by any means.

III. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

IV. PRIVACY RIGHTS

The School District can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the School District's computers, equipment and Internet access through the District shall have no expectation of privacy related to such use.

V. RESPONSIBILITY OF USE

Users are prohibited from using school district Internet resources or accounts for the following purposes:

- A. To access, upload, download or distribute pornographic, obscene or sexually explicit material.
- B. To transmit or receive obscene, abusive or sexually explicit language.

- C. To violate any local, state or federal statute.
- D. To vandalize, damage or disable the property of another person or organization.
- E. To access another person's materials, information or files without the implied or direct permission of that person.
- F. To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.
- G. Unauthorized commercial use or financial gain.
- H. To engage in any form of gambling.
- I. To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based on race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability, or any other type of harassment or discrimination prohibited by law and School District policy.
- J. To promote any political or private causes, or other activities that are not related to the business purpose of the School District.
- K. To review or access any materials related to obtaining or using any controlled substances or products such as alcohol that may not lawfully be used or consumed by minors, without the express written permission of a supervisor or teacher.
- L. To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity without the express prior written consent of a supervisor or teacher.

V. ENFORCEMENT

Violations of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or a reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Internet uses shall be consistent with school district policies, including but not limited to those in the following areas:
 - 1. The use of intellectual property.

2. Student Discipline. (WBLASB Policy 506)
3. Curriculum Development. (WBLASB Policy 603)
4. Instructional Curriculum. (WBLASB Policy 604)
5. Textbooks and Instructional Materials. (WBLASB Policy 606)
6. Technology access.
7. Protection and Privacy of Student Records. (WBLASB Policy 515)
8. Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees. (WBLASB Policy 505)
9. Interviews of Students by Outside Agencies. (WBLASB Policy 519)
10. Student Disability Nondiscrimination. (WBLASB Policy 521)
11. Student Sex Nondiscrimination. (WBLASB Policy 522)
12. Bomb Threats. (WBLASB Policy 804)
13. Distribution of Materials on School District Property by Nonschool Persons. (Model Policy 904)

VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Acceptable Use Policy will be referenced in the Student handbook and Employee Handbook, and will be posted on the district web site. Paper copies will be available to parents upon request. Supervising teachers will provide guidance and instruction on acceptable use of the Internet. Parents may request that their child not use the Internet by notifying the school.

IX. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
6. Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

X. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A description of parent/guardian responsibilities.

2. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
3. A statement that the school district's acceptable use policy is available for parental review.

XI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 17 U.S.C. § 101 *et. seq.* (Copyrights)

Cross References: MSBA Model Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
WBLASB Policy 506 (Student Discipline)
WBLASB Policy 515 (Protection and Privacy of Pupil Records)
WBLASB Policy 519 (Interviews of Students by Outside Agencies)
WBLASB Policy 521 (Student Disability Nondiscrimination)
WBLASB Policy 522 (Student Sex Nondiscrimination)
WBLASB Policy 603 (Curriculum Development)
WBLASB Policy 604 (Instructional Curriculum)
WBLASB Policy 606 (Textbooks and Instructional Material)
WBLASB Policy 804 (Bomb Threats)
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