(Adopted 8/12/13)

4063. TECHNOLOGY USE, ETHICS AND INTERNET SAFETY

The District recognizes that technologies and networks are important tools for student learning and conducting District business. The District provides these tools to staff as a means to plan and deliver more effective, personalized instruction and to facilitate immediate and efficient communication with parents, staff, and students. While technologies serve many important functions in school activities, the District also recognizes that the implementation of technologies must be conducted responsibly within an environment that conscientiously strives to ensure that technologies are used only for legal purposes and the advancement of the District mission. Moreover, the safety and privacy of District students and staff and their information shall be protected and maintained.

To these ends, Users will abide by all District Rules and Regulations, and local, state and federal laws. The District must cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of the law.

1. DEFINITIONS

A. ACCOUNT

Account means the User ID and Password assigned to an individual for their personal access to District computers and Network resources.

All account holders on the Lewiston School District Network may be granted access to services the Network offers. The following people may hold accounts on the Lewiston School District Network:

(1) STUDENTS

Students who are currently enrolled in the Lewiston School District may be granted a Network account upon agreement to the terms stated in this policy.

(2) STAFF

Teachers, administrators, and educational support personnel of Lewiston School District may hold accounts on the Lewiston School District Network.

(3) OTHERS

Other school related individuals may request a special account on the Lewiston School District Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

B. CHILD PORNOGRAPHY

Child Pornography is given the meaning as defined in Idaho Code §33-2741(7)(a).

C. CONTENT

Content means the words, images, audio, and video that are transmitted, received, or stored on the Network and/or an ECCD.

D. DISTRICT NETWORK ADMINISTRATOR

District Network Administrator means the person(s) responsible for the management of the District's computers and networks.

E. ELECTRONIC COMMUNICATION

Electronic Communication includes any communication facilitated by voice or text-based telecommunication or computing device. It also includes signs, images, texts or data in whole or part stored on or transferred through an electronic communication or computing device, including but not limited to Internet-based social networks, instant messaging, websites, video, text messages, emails and blogs.

F. ELECTRONIC COMMUNICATION AND COMPUTING DEVICES (ECCD)

Electronic Communication and Computing Devices (ECCD) are any electronic devices that send and/or receive information. Examples include but are not limited to phones, pagers, MP3 players, tablets, computers or smartphones without regard to commercial name or manufacturer.

G. FILTER

Filter means a specific technology that blocks or filters access to Internet content that is:

(1) *Obscene*, as the term is defined in Idaho Code §33-2741(7)(d);
(2) *Child Pornography*, as defined in Idaho Code §33-2741(7)(a);
(3) *Harmful to Minors* as defined in Idaho Code §33-2741(7)(b); or
(4) Unrelated to the District's educational mission.

H. HACKING

Hacking refers to breaking into computer systems or networks.

I. HARMFUL TO MINORS

Harmful to Minors means any words, visual depiction, or other Internet resource/s that:

(1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
(2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
(3) Depicts or describes violence, construction of weapons, or other activities that present a danger to self or others; or
(4) Taken as a whole, lacks meaningful literary, artistic, political, educational or scientific value as to minors.

J. IMPROPER OR INAPPROPRIATE COMMUNICATIONS

Improper and Inappropriate Communications are any communication, regardless of who initiates, between a user and another party (student, parent, employee, other) that may be viewed as offensive, derogatory, sexual, threatening, harassing, discriminatory, simple fraternization, or suggestive in nature.

K. NETWORK

Network means the Lewiston School District Network, including, but not limited to, the hardware, software, and the infrastructure, wired or wireless, and protocols that connect all of the above for the purpose of communication and data sharing and storage. The Network serves as the connection to the Internet.

L. PARENT

Parent means a parent, guardian, or person having legal custody of a child. If the student is eighteen (18) years of age or older the procedures for the parent in this regulation may be exercised by the student.

M. PROXY

Proxy means any resource that can be accessed to bypass the District's Internet filters.

N. SOCIAL NETWORKS

Social Networks are platforms that facilitate the building of social relations among people who, for example, share interests, activities, backgrounds, or real-life connections.

O. TECHNOLOGY

Technology means tools utilized as a means for teaching, learning, and communication.

P. USER

User means any individual who uses, logs in, attempts to use, or attempts to log into the Network (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse the Network or who uses District hardware or software.

2. SUPERVISION

It shall be the responsibility of all staff members when working with students on computing devices to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with **Rules and Regulations** and CIPA (Children's Internet Protection Act).

The District will educate minors about digital citizenship concepts including: appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response to meet the requirements of Idaho Code §33-131.d and CIPA.

3. PRIVILEGES, RIGHTS, AND RESPONSIBILITIES

A. PERSONAL PRIVACY AND INFORMATION SECURITY

(1) All members of the Lewiston School District Network have the right to privacy in their email and files saved within their account. However, if a User is believed to be in violation of the guidelines stated in this policy or there is a legal request made, an administrator or teacher may gain access to account content. Teachers and administrators may periodically make requests to study or view content, but confidentiality is ensured in such circumstances. When content is viewed, the User will be notified of the access.

(2) Any network or Internet communication must adhere to FERPA requirements and **Rules and Regulations**.

(3) Teacher and other staff names may be posted on all school or District rosters and may include at-work contact information as well as links to that instructor's published web content.

(4) A student shall immediately report to school authorities any invitation for personal contact or any message that the student feels is inappropriate or makes him/her feel uncomfortable.

(5) To the greatest extent possible, Users of the Lewiston School District Network will be protected from harassment or unwanted or unsolicited contact. Any User who receives threatening or unwelcome communications should bring them to the attention of an administrator or teacher. Users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers of the Lewiston School District Network cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual Users must take responsibility for their own actions in navigating the Network.

B. FILTERING, INAPPROPRIATE CONTENT AND INAPPROPRIATE USAGE

(1) The Lewiston School District shall maintain a filter system and other technology measures that attempt to block a User's access to Internet material that is obscene, pornographic, inappropriate (including non-age appropriate), or potentially harmful to minors, is not related to District business, or otherwise violates any District regulations.

(2) Users shall not make any attempt to bypass the District's content filters for any reason even if the intended use is not against District regulations.

(3) Users shall not intentionally access any website or other resource that depicts content that is meant to be filtered in 4063.3.B.1. If a User mistakenly accesses inappropriate content, he/she should immediately tell an administrator or contact the Network Office. This will protect the User against a claim of intentional violation of this regulation and allow the District to add filtering for the inappropriate content.

(4) Users shall not use the Network to engage in any conduct that violates

District **Rules and Regulations** or the law. Examples of prohibited activities include, but are not limited to, soliciting or arranging for sale or the purchase of drugs, alcohol, or weapons, engaging in criminal gang activity, threatening the safety of a person, cyber bullying, sexting or harassing another person.

(5) Users shall not transmit or receive any content that is in violation of any federal or state law. This includes, but is not limited to, student or other confidential information, copyrighted materials, threatening or obscene content and computer viruses. Use of school computers and other school-owned technology related services for sending, receiving, viewing or downloading content that are deemed to be harmful to minors, as defined by Idaho Code §18-1514, is prohibited. Users should not make any statements or forward information that could be perceived to be disruptive to the educational process, harmful to a student, or in violation of FERPA or other confidentiality requirements.

(6) Users shall not use the Network for personal commercial purposes to offer, provide, or purchase products or services or otherwise conduct a business enterprise.

(7) Users shall not use the Network for political activity, to assist candidates for election, or to support or oppose any ballot measure.

(8) Users shall not use the Network to promote or be hostile toward religious beliefs or non-beliefs.

(9) Users are prohibited from accessing an unauthorized account.

(10) Staff in receipt of District issued ECCD are responsible for the safekeeping of the equipment and for responsible use. District issued devices are intended for District related use and are to be used in a manner that does not disrupt the workplace, instruction, school sponsored programs, meetings or other events.

(11) Staff may carry personally owned communication devices ECCD. These devices should not be used during normal duty times to send/receive messages of a personal nature. They may be used during normal break times, lunch times, and preparation times. Personal communication devices should not create a disruption to the workspace, instruction, school sponsored programs, meetings or other events.

C. NETWORK SECURITY

Any use of the Network that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other Lewiston School District Network Users is prohibited, and may result in the loss of Network privileges.

(1) Lewiston School District Network Users may be provided individual password protected accounts to provide an additional layer of personal security. Account holders are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Under no condition may an Account holder give his/her password to another person. Account holders shall change

their password, seeking assistance from the building lab technician or designee if necessary, if they believe that others may know of their password.

(2) Users shall not attempt to gain unauthorized access to the Network, or any other computer system, or go beyond their authorized access by entering another person's account password, accessing another person's files, or hacking into any account. Any attempt to alter data, the configuration of a computer or the files of another User without appropriate authorization will be considered an act of vandalism.

(3) Users shall not disrupt or attempt to disrupt the Network or any other computer system or destroy data by spreading computer viruses or by any other means.

(4) Users shall not take actions that place an excessive load on the system as to restrict or inhibit other Users from using the Network or impacting the efficiency of the Network.

(5) Users are responsible for securing technology resources when not in use to ensure privacy, compliance with CIPA, and restrict unauthorized access.

(6) Users shall not disable or otherwise interfere with or modify the virus scanning, security or Network settings of any District equipment.

(7) Network Users shall immediately notify a teacher, administrator, building lab technician or the Network Office upon discovery of a possible security problem. Users are not authorized to look for security problems without specific direction from the Network Office, as this may be construed as an illegal attempt to gain access.

(8) Software loaded on District hardware must be appropriately licensed, aligned with curriculum and instruction, and compatible with the District Network. All software is to be installed and configured by building designees or District Network Administrators. Student Users shall not attempt to install any software regardless of the applicability of the software's license terms.

D. PRESERVING RESOURCE LIMITS

The Lewiston School District intends to maintain adequate file system and bandwidth capacity to conduct legitimate educational activities as well as all appropriate District business. In order to protect the availability of this capacity:

(1) Users should not download or store content on any District workstation or server that is not directly related to educational or other District business.

(2) Users should not store any other content in their personal or shared folders that is not related to school business.

(3) Users should archive or delete content from their personal or shared storage space that is not currently necessary or actively being utilized.

(4) Users shall not send chain letters or unnecessary messages to a large number of people.

(5) Users should check e-mail frequently and delete unwanted messages promptly.

E. INTERNET ACCESS AND PUBLISHING

Technology used appropriately, can benefit society in many ways, including in education. However, such tools must be used responsibly and appropriately within the educational context and setting so as to not distract from learning and to protect students from inappropriate content. In recognition of both the powerful educational purpose that social media can serve, and the necessity of certain restrictions, this section is designed to foster the responsible and appropriate use of technologies in the Lewiston School District.

All Users of the Lewiston School District Network will be granted free access to their approved level of Network services. Exploration of the Internet is encouraged relative to the purposes of the Lewiston School District.

The Network must be a free and open forum for expression, including all viewpoints within the roll and mission of the Lewiston School District. It is not the responsibility of the Network Administrators to place official sanctions upon the expression of personal opinion on the Network.

(1) Staff Users may link to appropriate external educational or pertinent resources of any kind. It is the responsibility of all staff posting web content to verify that all linked content is appropriate.

(2) Staff Users may be provided access to and use social networking services if the purpose of such activity is to enhance instruction. School offices and District departments may use external social media sites to improve community outreach and accessibility. Supervisors will be advised of such use.

(3) Staff Users are prohibited from discussing student information protected by FERPA on any social networking site.

(4) Staff Users who choose to use non-District resources are responsible for the upkeep and maintenance of such resources.

(5) Student Users may be provided access to and use social networking services if the purpose of such activity is to enhance instruction and learning. Students under the age of 13 must have parent or guardian permission.

(6) Users are personally responsible for any content that they publish online, whether in a blog, a posted picture or video, or any other form of posting or publishing. Pictures of individuals must not include information sufficient for personal contact by electronic means, mail, telephone, or in person. While the Lewiston School District reserves the right to edit such material to an age appropriate level, the Lewiston School District is not responsible for the content of any post or publication.

(7) Students may use ECCDs and the Network only for prescribed instructional functions.

(8) Users may subscribe only to discussion groups or mail lists that are relevant to their job, education or career development. For students, these will be determined by teacher(s), counselor(s), and/or school administrator(s).

F. CONSEQUENCES

(1) Conduct that is in conflict with the responsibilities outlined in this policy will be subject to loss of Network privileges and/or result in disciplinary action. The Network System Administrator or designee will report inappropriate Network usage behaviors to the supervisor if the employee does not work in a school building; otherwise the report shall be made to the building principal or designee who will take appropriate disciplinary action. Violations may result in a loss of access to the Network and/or disciplinary action.

(2) The User in whose name a system account or technology resource is issued is responsible at all times for its appropriate use. Noncompliance with the guidelines published may result in suspension or termination of technology privileges and other disciplinary action. Violation of applicable state and federal law may result in criminal prosecution or disciplinary action by the District.

(3) A Lewiston School District administrator may request the Network System Administrator to temporarily deny, revoke, or suspend specific User accounts for actions that, in his/her opinion, fall outside the tenets of this policy, and/or have potential to disrupt the ongoing operation of his/her, or another, school. Said privileges may be restored at such time that the administrator or Superintendent (or designee) removes the hold on the account.

4. DISCLAIMER

The District makes no guarantee that the functions or the services provided by or through the Network will be error-free or without defect. The District is not responsible for any damage a User may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the Network. The District is not responsible for financial obligations arising from unauthorized use of the Network.

The District is required to log and monitor all Internet access and Network activity for E-rate funding. Electronic mail, Network usage, and all files stored on District owned electronic resources may be subject to a records request.

By signing below, the signer affirms they have read, understand, and agree to comply with and be bound by the Rules and Regulations section 4063 as well as any other sections included by reference.

↑Staff Name PRINTED **Use full name as printed on government issued ID (e.g. Social Security card, passport, military ID)**	↑Administrator Name PRINTED
↑Staff Signature ↑Date	↑Administrator Signature ↑Date
↑Student Name PRINTED **Use full legal name**	↑Parent Name PRINTED
↑Student Signature ↑Date	↑Parent Signature ↑Date