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COMPUTER, E-MAIL, AND INTERNET ACCEPTABLE USE POLICY

PURPOSE AND PHILOSOPHY

Millard School District provides computers, networks, email services, and filtered Internet access to support the educational mission of the School District and to enhance the curriculum and learning opportunities for students and employees. Access to and use of the School District's computers, networks, email services, and Internet access is provided for administrative, educational, communication, and research purposes consistent with the School District's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the School District's computers, networks, email services, and Internet access. The intent of this Policy 5150 is to provide students and employees with general requirements for using the School District's computers, networks, email services, and Internet access. This policy may be supplemented by more specific administrative procedures, directives, and rules governing the day-to-day management and operation of the computer system.

A. INTERNET PROTECTION

1. Access to the internet through District computer networks or systems or by means of devices owned by the District shall be regulated by filtering software or other measures which prevent users from accessing images which are obscene or pornographic or otherwise harmful in accordance with the Children's Internet Protection Act (CIPA).

2. Student online activity shall be monitored and specified staff shall have responsibility for supervision of student online activities. In addition, students shall be educated by appropriate staff members regarding appropriate online behavior, including interacting with other individuals through chat rooms or social networking websites and cyberbullying awareness and response.

3. Each school's community council shall also provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children.

4. Even though the School District takes reasonable efforts to block material that is obscene, pornographic, or harmful to minors, no filtering system or features will filter out all obscene, pornographic, harmful, or inappropriate material. It is the responsibility of the computer system user to maintain a high level of integrity to protect themselves and others from such inappropriate material.

Utah Admin. Rules R277-495-4(1)(e), (2)(f), (3)(c) (April 8, 2019)
Utah Code § 53G-7-216(3) (2018)
Utah Code § 53G-7-1202(3)(a)(iv) (2019)

B. STUDENT USE

1. The Utah State Core Standards require students to become effective and efficient users of online resources. Students need access to email and the Internet to meet these requirements.

2. Employees and volunteers assigned to supervise student use of computers must ensure compliance with this policy and/or applicable administrative procedures, directives, and rules.

3. Although student use of the School District's computer system at school will be supervised by school staff, the School District cannot guarantee that students will not gain access to inappropriate material.

4. The School District encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the School District's computers, networks, email services, and Internet access.

5. Student access to the School District's computers, networks, and email services is provided primarily for educational use. Occasional personal use is also permitted within the guidelines of this Policy 5150, Policy 6060, Personal Electronic Devices, and all other applicable policies and laws.

C. EMPLOYEE USE

1. Employees are to utilize the School District's computers, networks, email services, and Internet access for the performance of job duties and professional or career development activities. Incidental personal use is permitted as long as such use does not:

   a. interfere with the employee's job duties and performance;

   b. interfere with computer system operations; and/o

   c. interfere with other computer system users.

2. "Incidental personal use" is defined as use by an individual employee for occasional personal communication and information. Employees are reminded that such personal use must comply with this policy and all other applicable Board policies and administrative procedures, directives, and rules.

D. USE OF PERSONAL DEVICES

1. All use of the District network and Internet system on personal cell phones or other digital devices while on-campus is subject to the provisions of the individual school policies. Users may not share or post personal information about or identifying images of any other student, staff member or employee without permission from that student, staff member or employee.
2. If a user is found to have abused a personal cell phone or digital device in a manner that is not in accord with this policy, the administrator may ban the user's use of any and all personal cell phone or digital devices on the district network.

E. OFF-CAMPUS INTERNET EXPRESSION

1. Users may be disciplined for expression on off-campus networks or websites if the expression is deemed to cause a substantial disruption in school or collide or interfere with the rights of other students, staff or employees.

2. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other users to participate fully in school or extracurricular activities, can subject the student or employee to penalties and disciplinary action.

F. GUIDELINES FOR INTERNET USE

1. Personal Safety (The Personal Safety restrictions are for students only):
    a. Users will not post or provide personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

    b. Users will not agree to meet with someone they have met online without their parent's approval and participation,

    c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities

    a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not search for or attempt to discover security problems, because this may be construed as an illegal attempt to gain access.

c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, slanderous or disrespectful language.

c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.

d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person.

i. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending the person messages, they must stop.

e. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Request for Privacy

a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

b. Users will not post private information about another person.

6. Respecting Resource Limits

a. Users will use the system only for educational and professional or career development activities, and limited, high-quality, personal research.

b. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

c. Users will be subscribed only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

a. Users will not use the District system or District-owned electronic devices to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). (See Policy 6060.) For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Internet Use Policy.

9. Student Directory Information

a. Millard School District may disclose appropriately designated “directory information” without written parental consent, unless the parent has

advised the District to the contrary. An opportunity to opt out of disclosure is provided as part of the registration process.

b. The primary purpose of directory information is to allow the district to include this type of information in certain school publications. Examples include:

   i. A playbill, showing the student's role in a drama production

   ii. The annual yearbook

   iii. Honor roll or other recognition lists

   iv. Graduation programs

   v. Sports activity sheets, such as for wrestling, showing weight and height of team members.

c. Directory information can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks, or institutions of higher education. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings. This information could include:

   i. Student first and last name

   ii. Student gender

   iii. Student home address

   iv. Student photograph

   v. Student dates of attendance (years)

   vi. Student grade level

   vii. Student diplomas, honors, awards received

   viii. Student participation in school activities or school sports

   ix. Student weight and height for members of school athletic teams

   x. Student most recent school attended

Utah Admin. Rules R277-495-4(1)(c) (April 8, 2019)

G. INSTRUCTION

Students shall be instructed in appropriate online behavior, including online safety, interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. This instruction will be included in the curriculum for elementary Keyboarding and required junior high and high school CTE courses.

H. NO EXPECTATION OF PRIVACY

1. The School District retains control, custody, and supervision over all computers, networks, email services, and Internet access owned, licensed, or leased by the School District.

2. The School District reserves the right to monitor all computer, email, and Internet activity by students, employees, and other computer system users.

3. Students, employees, and other computer system users have no expectation of privacy in their use of the School District's computer system and equipment.

I. STUDENT RECORDS

1. Employees and other computer system users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

2. Employees and other computer system users with access to student records may not use, release, or share these records, except as authorized by federal and state law.

J. NO DISCLOSURE OF PERSONAL INFORMATION

For personal safety purposes in using the School District's email services and Internet access, computer system users are advised not to disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.

K. INDEMNIFICATION

1. All computer system users shall be responsible for any and all claims, losses, damages, or costs (including attorneys' fees) associated with their use of the School District's computers, networks, email services, and Internet access, including, but not limited to, illegal uses (copyright and trademark violations, defamation, discrimination, harassment, etc.); violations of this policy and/or

applicable administrative procedures, directives, and rules; etc., and shall hold harmless and indemnify the School District and its employees and agents from such claims, losses, damages, and costs.

2. The School District assumes no responsibility for any unauthorized charges made by computer system users, including, but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, etc., and shall hold harmless and indemnify the School District and its employees and agents from such unauthorized charges.

3. The School District makes no warranties of any kind, either expressed or implied, that the functions or the services of the computer system provided by or through the School District will be error-free or without defect. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The School District is not responsible for the accuracy or quality of the information obtained through or stored on the computer system.

L. REVOCATION OF USE

Access and use of the School District's computers, networks, email services, and Internet access is a privilege and not a right. This privilege may be revoked at any time for failure to comply with the terms and conditions of this policy and/or applicable administrative procedures, directives, and rules.

M. STUDENT VIOLATIONS AND DISCIPLINE

1. Any student who violates this policy and/or applicable administrative procedures, directives, and rules governing the use of School District computers may be subject to disciplinary action, such as losing computer use privileges, suspension, and expulsion. Illegal uses by students of School District computers may also result in referral to law enforcement authorities.

2. Disciplinary action may be taken against a student for violation of this policy consistent with Board policies and administrative procedures. Students are entitled to due process and may appeal disciplinary action as provided in Policy 6090.

N. EMPLOYEE VIOLATIONS AND DISCIPLINE

1. Any employee who violates this policy and/or applicable administrative procedures, directives, and rules governing the use of School District computers may be subject to disciplinary action, up to and including termination. Professionally licensed employees may be referred to the Utah Professional Practices Advisory Commission (UPPAC), along with any and all evidence, for investigation and possible disciplinary action against

professional licensing. Illegal uses by employees of School District computers will also result in referral to law enforcement authorities.

2. Disciplinary action may be taken against an employee for violation of this policy consistent with Board policies, administrative procedures, and procedures set forth in the Certified Employee Handbook, Classified Employee Handbook, or Management Team Handbook as applicable. Employees are entitled to due process and may appeal the disciplinary action imposed by following the procedures set forth in the applicable employee handbook.

O. ACCEPTABLE USE AGREEMENTS

1. Annually, each employee authorized to access the School District's computers, networks, email services, and Internet access is required to sign as part of their employment contact an "Employee Acceptable Use Agreement" stating that they have read the Agreement and this policy, and that they agree to comply with the terms and conditions set forth therein. This will be kept, as part of the employment contract, on file at the District.

2. Each school year, every student authorized to access the School District's computers, networks, email services, and Internet access shall be required to review and agree to the provisions of the "Student Acceptable Use Agreement" as part of the registration process. Parents/legal guardians must provide assurances that they and the student have reviewed the policy and agree to comply with the terms and conditions set forth therein.

P. NOTICE

Notice of the availability of this policy shall be posted in a conspicuous place within each school.