

Board Policy

Code No. 603.14

INTERNET – APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student network accounts will be available to all students in grades 5-12. Individual email accounts may be issued to students in grades 5-12.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the school network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. While accessing the school network students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access including sites that include obscenity, child pornography or are harmful to minors. The district will not monitor student activities while using district owned equipment through networks other than the Colfax-Mingo school network.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Appropriate Use Policy and related regulations;
- Student safety with regard to:
 - safety on the Internet;
 - Appropriate behavior while online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents of students who do not wish to grant their student permission to use the Internet should use the Internet Access Denial Form (**#603.14E1**) to deny Internet Access.

Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for a violation of the policy or regulations. These forms will be signed at grades kindergarten, sixth, and 9th grade, and by any new student to the district.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Date of Adoption:
August 18, 2014

Board Policy

Code No. 603.14E1

INTERNET ACCESS DENIAL FORM

Access to the internet is available to all Colfax-Mingo Community School District teachers and students as a source of information and a vehicle of communication. Students will be able to access the internet under teacher supervision (or other approved adult) to conduct curriculum-related research and communication. Board policies that refer to internet usage can be found on the district website under Board Policy 603.14.

Parents or guardians of students who do **NOT** wish to grant student permission to use the internet should complete this form and return to your child's school office no later than two weeks following the start of the school year.

Student Name _____ Grade _____

School _____ Date _____

____ I request that my child be denied access to Internet from the date of this request for the balance of the school year.

_____ (Parent or guardian's signature)

Date of Adoption:

August 18, 2014

Board Policy

Code No. 603.14E2

STUDENT INTERNET/NETWORK ACCEPTABLE USE AGREEMENT

I have read and understood the Colfax-Mingo Community School District Student Acceptable Use Regulation and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

Date of Adoption:
August 18, 2014

Board Policy

Code No. 603.14E3

NETWORK/INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____

Administrator: _____

Date: _____

Any student who inappropriately uses the district network, computers, or accesses restricted sites on the Internet shall be subject to the appropriate action described in the parent-student handbook or to the following consequences:

_____ **First Offense:**

Any student who inappropriately uses the district network, computers, or accesses restricted sites on the Internet shall lose network and/or Internet access for up to 18 weeks at the discretion of a building administrator. Parents will be notified of this offense.

_____ **Second Offense:**

On the second violation of inappropriate use of the district network, computers, or access of restricted sites on the Internet during a school year the student shall forfeit all network and/or Internet privileges for the balance of the school year or at least a period of 18 weeks.

In certain situations, because of the serious nature of the violation of this policy, all network and Internet privileges may be revoked.

Violation of other District disciplinary policies through the misuse of the network and/or Internet will result in the sanctions called for in those policies.

If it is necessary for a student to access a computer during times of suspension, a single computer under the direct supervision of a staff member may be provided.

Date of Adoption:
August 18, 2014

Board Policy

Code No. 603.14E4

STUDENT TAKE HOME DEVICE AGREEMENT

Terms:

High School students will be issued a district-owned Chromebook for a \$50.00 security deposit. The security deposit will be refunded when the device is turned back in unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, or inappropriate use.

By taking possession of a borrowed device, the student agrees to assume full responsibility for the safety, security, and care of the loaned device. Any loss, theft, or damage to the device should be reported to the administration or technology department within two school days.

Loss/Theft:

A lost or stolen device will result in the student paying full replacement cost of the device and associated accessories. The student should report the incident to a school administrator within one school day of the occurrence. A police report shall be filed in the case of a theft.

Accidental Damage:

In the case of accidental damage:

- The first occurrence of accidental damage will be covered under the security deposit.
- All subsequent occurrences will be paid by the student/borrower at 100% of the cost.

Deliberate Damage:

In the case of deliberate damage the student will be charged the entire cost of repairs. If the device is not repairable the student will be charged the replacement cost at the time the damage occurs.

Replacement Costs:

Should a student need to pay full replacement cost for a device, the cost will be based on the current cost of replacement at the time of incident.

Repair Costs:

Repairs will be made to a loaned device if the nature of the damage makes the device inoperable, but repairs can be made. Actual repair costs will be determined at the time of repair.

A student/parent/guardian is responsible for the cost of repair of a damaged device if the damage is the result of deliberate abuse or neglect in the security, storage, transport, or use of the device.

Summer Collection of Devices:

Students will return their assigned device at the end of each school year to allow technology staff time to clean and update the devices. Failure to return the assigned device will be

considered loss of device and the student will be charged full cost for replacement of the device.

Handling, Care, and Use:

- Do NOT unenroll your Chromebook from the school domain. This will result in a loss of the district-loaded applications and tools necessary for educational purposes.
- A student may add their own apps providing they are appropriate for school. Inappropriate apps may be removed by the school administration/technology department staff.
- The student is responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve the use of the device. Do NOT allow other users to use the device assigned to you.
- The device is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do NOT access, store, create consume, or share unauthorized or inappropriate content on your device.
- The student shall start each school day with a fully charged battery.
- Make sure the device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc).
- Never turn on a device that has been exposed to liquids. Bring the device to the technology department to determine possible damage IMMEDIATELY.
- Make sure the surface of your device is not altered or defaced. Do NOT decorate your assigned device/cover or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Only school district personnel shall troubleshoot, diagnose, or repair your loaned device. Do NOT allow 3rd party service people to handle your assigned device.

Security, Storage and Transport:

- Keep the device powered off and in the protective carrying case when not in use.
- Transport the device within the protective carrying case provided by the school both within the school and outside of the school.
- Handle the device with caution. Do not throw, slide, drop, etc. the device, even while in the carrying case.
- Take the device home every day for nightly storage. Do NOT leave it in a school locker for overnight storage.
- Keep the device at home out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage.
- Do not share or switch devices, power charger, keyboards, or other accessories with other students.
- Bringing your power charger to school for daily use is allowed, but not recommended. You are responsible for any loss or damage that may occur to it, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.
- Secure the device out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle. Never leave the device in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at your residence.

- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that the device will be in a secure storage if you have school related activities, performances, sporting events, etc.
- Do NOT leave the device unsecured in a locker room setting.
- Do NOT leave the device in an extremely hot or cold environment.

Wireless Internet Access:

- Student should observe all Colfax-Mingo School District Acceptable Use Policies on home and public Wi-Fi networks just as they do when at school.
- When on the school wireless network the district content filter will appropriately filter the Internet content. Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter or not.
- Any access of unapproved content online, whether through a district-owned device, or other personal electronic device, while at school is a violation of the usage policy.
- Although the district filter will not be in effect when the device is not on the school wireless network, the student will be expected to maintain the same level of ethical use in their home environment.

Ethical Online Behavior:

By accepting the use of this device the student agrees:

- Not to use these tools to bully, harass, or threaten other students or individuals.
- That the technology is provided by the district and is district property.
- Not to publish personal information about others or themselves.
- That the district has the right at any time to investigate, monitor, or review the contents of the device.
- That all Colfax-Mingo Acceptable Usage Policies apply to the use of the device.
- Not to install non-school related applications on the device.
- That the district has the right to remove any non-school-related apps or files.
- That the device and accessories shall be returned in acceptable working order by the last day of school, upon withdrawal or exit date from the school district, and whenever requested by school staff.
- Not to use the device to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene or sexually explicit material;
 - Obscene, abusive, profane, lewd, vulgar, rude inflammatory, threatening, disrespectful, or sexually explicit language;
 - Materials or information that includes language or images that are inappropriate in or disruption to the education setting or process; or
- Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

- Do not download and store copywrited materials such as books, pictures, audio files, or video files.

Date of Adoption:
August 18, 2014

Board Policy

Code No. 603.14R1

STUDENT INTERNET/NETWORK APPROPRIATE USE REGULATION

Internet Access

- I. Access to the Internet is available to all teachers and students as a source of information and a vehicle of communication.
- II. Students will be able to access the Internet under teacher supervision (or other approved adult) to conduct curriculum-related research and communication.
 - A. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. Although the Colfax-Mongo Community School District does employ an Internet filter, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate.
 - B. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - C. Student Internet records and access records are confidential records treated like other student records (see Board Policy #505.1 Student Records Access). Student work (art, writing, pictures) may be posted and credited on the district's web pages. Parent(s)/guardian(s) or students who choose not to have their name or work posted on a district web site must file a "Parental Authorization for Releasing Student Directory Information" form.
 - D. The smooth operation of the network relies upon the proper conduct of students and Staff members. Guidelines that require efficient, ethical and legal utilization of network resources must be observed. Utilization of these network resources should be limited to educational purposes.
 - E. Transmission of material, information, or software in violation of any district policy or regulation is prohibited.
 - F. The school district makes no guarantees as to the accuracy of information received on the Internet.

General Computing

- I. Sharing your user ID with any other person is prohibited. In the event that you do share your user ID with another person, you will be responsible for the actions that other person appropriated.
- II. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

Network Security

- I. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

- II. Any attempts to secure a higher level of privilege on the local computer or network systems are punishable disciplinary offenses.
- III. The willful introduction of computer "viruses" or other disruptive/destructive programs into the network or into external networks is prohibited.
- IV. The possession of "hacking software" or visiting a "hacking" web site is prohibited.
- V. Any attempt, including the use of proxy sites, to bypass the district Internet filtering system is prohibited.
- VI. A personally owned computing device may not be connected to the district network without permission from a member of the District Technology Department; however limited Internet access may be available through the public wireless network.

Permission to Use Internet

Parents of students who do not wish to grant their student permission to use the Internet should use the District Internet Access Deny Form (*603.14E1*) to deny Internet access.

Student Use of Internet

- I. Equal Opportunity
 1. Internet shall be available to all students within the District. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- II. On-line Etiquette
 1. The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. It is the user's responsibility to abide by the policies and procedures of these other networks.
 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references, and sources.
 - c. Only remain on the system long enough to get needed information; then exit the system.
 - d. Non-educational games are not permitted on school computers.
 - e. Students are not permitted to download music or other executable files without prior permission.
 - f. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
 - g. Students are not permitted to stream audio or video unless instructed to do so by a staff member for the purpose of instruction.
 3. Student access for electronic mail will be through the supervising teacher's account or class account at the elementary level. Middle school and high school students may be issued a school email account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access your mail. Never send any messages of a private nature.

- b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign your name to messages.
 - e. Electronic mail should only be utilized for educational purposes.
4. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- a. Recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
 - b. Never agree to meet someone they meet online in real life without parental permission.
 - c. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher, or staff if you're at school; parent if you're using the device at home) immediately.
5. Cyberbullying will not be tolerated.
- a. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.
 - b. Don't be mean.
 - c. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
 - d. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
 - e. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

III. Restricted Material

Students shall not intentionally access or download any text file or picture, or engage in any conference that includes pornography. Also, students shall not intentionally access or download any text file or picture, or engage in any conference that advocates violence, racism, anarchy, treason or discrimination.

IV. Unauthorized Costs

If a student gains access to any service via the Internet which has a cost involved, the Colfax-Mingo Community School District will not be responsible for those costs. The student accessing such a service will be responsible for those costs.

V. Personal Computers

Personal computers or other network devices will not be permitted access to the District network without prior knowledge of the Director of Technology; however, limited Internet access may be available through the district Public Wireless Network.

Examples of Acceptable Use

I will:

- a. Use school technologies for school-related activities.
- f.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- a. Use school technologies in a way that could be personally or physically harmful.
- b. Attempt to find inappropriate images or content.
- c. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- d. Try to find ways to circumvent the school's safety measures and filtering tools.
- e. Use school technologies to send spam or chain mail.
- f. Plagiarize content I find online.
- g. Post personally-identifying information, about myself or others.
- h. Agree to meet someone I meet online in real life.
- i. Use language online that would be unacceptable in the classroom.
- j. Use school technologies for illegal activities or to pursue information on such activities.
- k. Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- a. Use school technologies in a way that could be personally or physically harmful.
- b. Attempt to find inappropriate images or content.
- c. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- d. Try to find ways to circumvent the school's safety measures and filtering tools.
- e. Use school technologies to send spam or chain mail.
- f. Plagiarize content I find online.
- g. Post personally-identifying information about myself or others.
- h. Agree to meet someone I meet online in real life.
- i. Use language online that would be unacceptable in the classroom.
- j. Use school technologies for illegal activities or to pursue information on such activities.
- k. Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Student Violations; Consequences and Notifications:

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy handbook OR to the following consequences:

- I. First Offense
Any Student who inappropriately uses the district network, computers, or accesses restricted sites on the Internet shall lose network and/or Internet access for up to 18 weeks at the discretion of a building administrator. Parents will be notified of this offense.
- II. Second Offense
On the second violation of inappropriate use of the district network, computers, or access of restricted sites on the Internet during a school year the student shall forfeit all network and/or Internet privileges for the balance of the school year or at least a period of 18 weeks.
- III. In certain situations, because of the serious nature of the violation of this policy, all Internet privileges may be denied.
- IV. Violation of other District disciplinary policies through the misuse of the Internet will result in sanctions called for in those policies.

Date of Adoption:
August 18, 2014

Board Policy

Code No. 603.14R2

STUDENT SOCIAL MEDIA REGULATION

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Colfax-Mingo Community School District should adhere to when using Web 2.0 tools in the classroom.

Social Media Guidelines for Students

Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see.

- I. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- II. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- III. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- IV. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- V. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or that it is under "Creative Commons" attribution.
- VI. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- VII. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- VIII. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- IX. The district may take actions to regulate the posting of content by users consistent with rules of service (i.e. Facebook) and in accordance with applicable laws, including the removal of prohibited content and/or banishment of users from accessing the page(s).

Prohibited content includes, but is not limited to, content which is defamatory, contains threats, is obscene or consists of fighting words.

- X. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Date of Adoption:
August 18, 2014

WEB PAGE POLICY

The Colfax-Mingo Community School District makes Internet access available to staff and students. The District also maintains a District Web site. The purpose of the Web site is to provide a source of up-to-date information about the District and the programs offered to students, parents, and the community. The Web site also provides an opportunity for teachers to showcase student work.

This policy outlines the guidelines and responsibilities of individual web page authors who create and maintain pages of the Colfax-Mingo Community School District site.

Ownership and Credit

All Web pages on the District's server become property of the Colfax-Mingo Community School District. The Technology Coordinator is responsible for all Internet hardware, connections, and infrastructure support systems. The District reserves the right to remove any web page(s) that do not adhere to the guidelines described in this policy.

Web Page Content

1. All web page content should be related to District or individual school information, curriculum and instruction, school activities, or general information which would be of interest.
2. Staff or student work which is published will be related to class projects, course work, or school-related activities.
3. Individual student or staff personal Web pages or Web pages for other individuals or organizations not directly affiliated with the District may not be published on the District's server.
4. All communications via the District Web pages will comply with the Board approved District Internet Appropriate Use Policy.
5. All Web pages will be free of spelling and grammatical errors.
6. Web page content shall be kept current and will be the responsibility of the building administrator, designated staff member or web page author.
7. The District web site will support individual teacher web pages which adhere to District policy. The individual web page author will be accountable for all content and links contained on the pages he/she authors.
8. District provides an e-mail account for staff and will retain the right to publish these e-mail addresses on the District web site.
9. Student expression on the District web site will not be deemed to be an expression of the school district. The District, the Board, and the employees or officials are not liable in any civil or criminal action for any student expression made by students unless the employees or officials have interfered with or altered the content of the student expression.

Web Page Design

1. All building home pages will link to the District home page.
2. All building pages will link to the building home page.
3. Pages will avoid the need for excessive scrolling.
4. Personnel should adhere to all copyright laws in the building of Web pages.
5. Pages should be professional, legible, and consistent in content.
6. Back links should be provided on individual staff pages to the appropriate building home page as well as the District home page.

Student Safety

1. The District will use discretion in the use of student information on the district web site to respect students.
2. The District will follow the Board Policy on release of student information stated in Student Directory Information Board Policy #506.2.
3. Parent's/legal guardians can deny the inclusion of general information about their child by filling out the refusal slip available in Board Policy #506.2E1.
4. It is the responsibility of the individual web author to check for the existence of this parental refusal form prior to posting student information. These slips are on file in the individual buildings.

Concern about the content of any page(s) created by students or staff should be directed to the building administrator or the Director of Communications.

Date of Adoption:
August 18, 2014