

Brookhaven School District

Staff Internet & Technology Appropriate Use Policy

The Brookhaven School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds including E-Rate discounts and Title III of the Elementary and Secondary Education Act put into place Internet safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene materials, child pornography, and materials that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Brookhaven School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

Brookhaven School District Internet Terms and Conditions of Use

Personal Safety

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself or any others including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Brookhaven School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Brookhaven School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Brookhaven School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Brookhaven School District or designated representatives will provide age-appropriate training for students who use the Brookhaven School District Internet facilities. The training provided will be designed to promote the Brookhaven School District commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Brookhaven School District Internet Safety Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Illegal Activity

1. User agrees not to access, transmit or retransmit any material (s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United State, Mississippi, local government, or Brookhaven School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. Users shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

1. User shall only use the Brookhaven School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Brookhaven School District faculty for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Brookhaven School District may restrict user's right to free speech for valid educational reasons. Brookhaven School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. Users should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Brookhaven School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the student served at the school. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privileges to any user determined to be using the system in an inappropriate manner. The decision of the principal will be final.

Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

There will be consequences for any user who fails to follow Brookhaven School District and school guidelines and policies. The consequences may include paying for damage, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Brookhaven School District, law enforcement authorities may be involved and any violations of state and or federal law may result in criminal or civil prosecution.

When a user is using the Brookhaven School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

I have read the Brookhaven School District Internet Appropriate Use Agreement as stated in the previous three pages. I understand and will abide by the terms and conditions as stated. I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Brookhaven School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Brookhaven School District is not responsible for the actions of individual users or the information they may access.

The following behaviors are not permitted on district computers:

1. Sharing confidential information on students or employees
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Using others' passwords
8. Trespassing in others' folders, work or files
9. Intentionally wasting limited resources
10. Using computers for personal or commercial purposes
11. Supporting/opposing political candidates or issues
12. Engaging in practices that threaten the system (e.g. loading files that may introduce a virus)
13. Violating regulations prescribed by the provider
14. Conducting union business
15. Promoting, supporting, celebrating or opposing religion or religious institutions

I understand that no personal computer or other personal hardware device(s) may be used to connect to, to log into, or to interface with the Brookhaven School District network at any time.

I also understand that no personal removable media (including but not limited to floppy disks, PIN, thumb, jump drives, etc.) may be used in conjunction with Brookhaven School District equipment.

I have been informed and am aware that Brookhaven School District will archive all emails sent or received through the District network or on District equipment for a period of at least 90 days and that these emails are subject to review by the Technology Department staff and the Office of the Superintendent and/or his/her designee(s).

I understand that cell phones, iPods, and any other device, including but not limited to headphones or earphones, which may interfere with an employee's ability to operate a Brookhaven School District vehicle or to adequately observe and monitor the behavior of students while said students are under his or her supervision is strictly prohibited.

I have read the AUIP as posted on the Brookhaven School District web site and agree to comply as evidenced by my signature.

Faculty or Staff Member (PLEASE PRINT)

Faculty/Staff/ Signature

School or Department

Date