

6600 POLICY - Acceptable Use of Technology/Internet Safety

Utica Community Schools encourages and strongly promotes the use of technology in the educational community. It is the policy of the Utica Community Schools Board of Education to provide students, staff, and other authorized users access to the district's technology resources, including its computers and networks, in a manner that encourages responsible use. The use of technology must be in support of and consistent with the purposes and goals of the district. All users must have proper authorization, adhere to district policy and follow all state and federal copyright laws for electronic, video, audio, and written materials.

It is the policy of the Board of Education to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board of Education directs the superintendent or her/his designee to:

- Monitor minors' online activities and use technology protection measures on the district's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction 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; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Use technology protection measures on the district's computers with internet access to block access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The superintendent of schools or her/his designee will determine which staff members are authorized to disable the protection measures.
- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- Prohibit access by minors to inappropriate matter on the internet.
- Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Restrict minors' access to materials that are "inappropriate for minors." The Board of Education defines materials that are inappropriate for minors to include material that does not serve an instructional or educational purpose and that includes, but is not limited, to material that:
 - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;
 - Advocates illegal or dangerous acts;
 - Causes disruption to Utica Community Schools, its employees or students;
 - Advocates violence;



- Contains knowingly false, recklessly false, or defamatory information.
- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board of Education directs the superintendent or her/his designee to take all steps necessary to implement this policy and to otherwise comply with the CIPA.

Related policies:

Board of Education Policy 5100, Student Conduct and Policies on Suspension and Expulsion

Board of Education Policy 5130, Student Sexual Harassment Policy and Procedure

Board of Education Policy 5140, Hazing

Board of Education Policy 5145, Anti-bullying

Board of Education Policy 5160, Electronic Communication Devices

Policy

Board of Education Utica Community Schools

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6600 RULES AND REGULATIONS - Acceptable Use of Technology/Internet Safety

This document provides the criteria for acceptable use of technology for educational and management purposes. It covers the use of local- and wide-area networks, the Internet - including web pages, computers and related hardware and all other technology hardware and software used for instruction and management. It is expected that all employees of Utica Community Schools will be familiar with the federal Copyright Laws. Resources for this information can be found at:
<http://www.copyright.gov/> <http://jeffcoweb.jefco.k12.co.us/isu/library/copyright.html>
<http://fairuse.stanford.edu>

Utica Community Schools (UCS) may occasionally require new registration and account information from users to continue the service.

I. **GUIDELINES FOR ACCEPTABLE USE OF UCS TECHNOLOGY:**

For the purposes of this document, technology is defined as, but not limited to: Wide Area Network (WAN), Local Area Network (LAN), computer hardware, voice hardware, video hardware, portable handheld devices, wireless devices and all voice/video/data software.

Policy 5100 - Student Conduct and Policies on Suspension and Expulsion, governs students in violation of the Acceptable Use of Technology policy.

II. **NETWORKS**

District networks, local-area networks and the district wide-area network, consist of computers, servers, hubs, routers and other devices that allow for the connectivity within the building, between buildings and outside of the building.

The district cannot guarantee that the integrity of files can be maintained in the event of a system failure or the introduction of a virus.

III. **INTERNET**

The Internet is a complex association of individuals and governmental, business and educational agencies which share resources. The Internet provides access to electronic mail, educational institutions, web pages, and information exchange with people worldwide.

UCS has its own web page that presents information about the school district and is accessible through the Internet. The UCS page includes links to other related sites.

Employees, community members and students must have a signed release form on file when a project and/or photograph is placed on the Internet. Employee and Community Member forms are maintained in the school buildings where they originate. Student forms become part of the cumulative file. (See forms #1, #2)

IV. **INTRANET**

The Intranet is a collection of district web pages on the Local Area Network. All web pages located on the Intranet can be accessed only from within the district's network.

The Intranet may be used for sharing student projects, displaying pictures, and conducting surveys for students and/or staff.

Student work, pictures, or web pages on the Utica Community Schools Intranet must have teacher approval.

The Intranet provides opportunities for student to student and staff to staff collaboration.

The UCS Management Intranet may be used for Management purposes related to a project, job or function which meets the Goals of the Utica Community Schools.

Intranet users will remove and update their documents.

V. **TECHNOLOGY GUIDELINES:**

Only software legally owned by the district and authorized by a district administrator may be put on district computers.

The district will develop a procedure for approving software for installation on UCS equipment.

The district has and continues to set standards for operating systems, hardware and software (such as word processing, spreadsheets, databases, and presentation software).

Selection and installation of network software must be approved by the Director of Technical Services.

Students shall not use technology unless authorized by appropriate school personnel.

- H. Students shall not use technology for personal on-line purchasing.
- I. When using district technology, appropriate and polite language and behavior is required.
- J. Known or unknown illegal/inappropriate activities of any kind are forbidden.
- K. Establishment of web pages, distance learning activities, programs and services on behalf of the Utica Community Schools must have an educational/management purpose related to an assignment, project, job or function which meets the goals of the Utica Community Schools.
- L. All building web pages will contain the name of the responsible UCS administrator, the name of the building-level web manager and the date the page was updated. Information will not be placed on a building web page without the prior approval of the building principal and/or the district administrator.
- M. Web pages representing Utica Community Schools will only be placed on district authorized web servers.

- N. Copyrighted material shall not be placed upon any part of a web page without prior permission from the copyright owner. This includes images, text, video and audio clips.
- O. Distance learning/video conference activities involving Utica Community Schools' equipment must be approved by building or district administration.

VI. **TECHNOLOGY USERS WILL:**

- A. Comply with all district policies, rules and regulations.
- B. Notify the appropriate Utica Community Schools administrator/representative immediately of a web page that contains questionable material.
- C. Use district networks and technology in support of education, consistent with the goals of the district.
- D. Keep all passwords confidential.
- E. Comply with all federal copyright laws and the federal Fair Use policy.
- F. Report any malfunction of equipment immediately to a teacher or administrator.
- G. Report to the building administrator any misuse of networks and technology including viruses, illegal access to accounts or [illegal] tampering. The building administrator will report the incident to the appropriate district administrator.
- H. Use equipment responsibly by not purposely impeding the use of the equipment for others.

VII. **TECHNOLOGY USERS WILL NOT:**

- A. Tamper with computer, network or video components in a way that will make them either temporarily or permanently inoperable.
- B. Access district network through unauthorized technology.
- C. Access or modify other accounts, data, files and/or passwords without authorization.
- D. Use district technology for the purposes of profit.
- E. Use district technology, which could include, but is not limited to CD burners and external drives, to obtain illegal copies of software, printed materials, video, audio, or other materials to which they do not have ownership.
- F. Use networks and technology to download and/or store games, videos, music or pictures which are not part of an educational/district project.
- G. Use district technology to send or receive messages that are unlawful, inflammatory, harassing in nature, sexist, racist or that cause or would likely cause disruption of school activities or are otherwise inappropriate.
- H. Use district technology to distribute material that: violates the Family Educational Rights and Privacy Act (FERPA); jeopardizes the health and safety of students; is



obscene, pornographic or libelous; cause or is likely to cause disruption of school activities.

- I. Use district technology to distribute material that: plagiarizes the work of others; is a commercial advertisement; contains political lobbying or is not approved by the building administrator or web manager.
 - J.
- VIII. **DISTRICT WEB PAGES ON THE INTERNET MUST NOT:**
- A. Identify or use students' names.
 - B. Identify or use, personal addresses or phone numbers.
 - C. Use photographs of an individual student.
 - D. Use photographs or work of individual employee/community member or group photos of employee/community member without first showing the photograph to the employee/community and having written permission on file. (See form #1).
 - E. Use group photographs and/or individual student's work without written parental permission on file.(See form #2).
 - F. Intentionally link with any other site which violates any portion of these rules and regulations.

IX **ELECTRONIC MESSAGING (EMAIL)**

- G. Electronic Messaging is defined as private messages sent between users on different computers, either over a network or via a modem connection to an on-line service or Bulletin Board Service.
- H. Utica Community Schools encourages and promotes the use of electronic information technologies in its educational and management endeavors. The Utica Community Schools, in support of its instructional program and goals, provides electronic messaging service. Acceptable use of electronic messaging is based on common sense, decency and civility.
- I. Access to information technology, including electronic messaging, is a privilege. Accounts may be deactivated for infringement of policy, rules and regulations or procedures.
- J. Administration reserves the right to monitor electronic communication and/or files.
- K. The privacy and/or confidentiality of electronic messaging is not guaranteed.
 - 1. Knowledge of messages relating to or in support of illegal/inappropriate activities must be reported to the building administrator
 - 2. Electronic messaging is protected by the same laws, and subject to the same limitations, as communications in other media.

3. Under the Freedom of Information Act (FOIA), electronic messaging and its attachments are treated in the same manner as paper files with regard to disclosure.
 4. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, only parents and authorized school personnel have access to student records.
 5. Personnel records may not be included in the body of an electronic message or attached to an electronic message.
 6. Student academic progress may be emailed to an individual parent/guardian under the following conditions:
 - a) Full name, address and phone number may not be included in the body of the electronic message or attached to an electronic message.
 - b) Agreement must be established between the individual teacher and parent/guardian for a designated time period for the purpose of promoting improved student achievement by completing Form #4 that will be held by the teacher.
 - c) The student academic progress will be totally contained in the body of the electronic message that cannot be edited by the recipient.
 - d) The teacher who sends the information will retain the original electronic message in digital form.
 - e) The message does not contain behavior/discipline issues.
 7. Because modern technology can often resurrect electronic messaging files that have been erased or overwritten, electronic messages should not contain anything that an employee would not otherwise put in print. Users should be aware that routine maintenance, trouble-shooting, data recovery or system administration may result in the contents of electronic messaging and other files being seen by authorized district personnel.
- L. UCS employees will only use a district authorized email address when representing Utica Community Schools.
- M. Unacceptable uses of UCS electronic messaging services include, but are not limited to, the following:
1. Unlawful activities
 2. Commercial activities
 3. Personal enterprises for financial gain
 4. Use for fund-raising not sanctioned by the school district
 5. Use for political campaigning

6. Professional or personal use inconsistent with policies and goals of the UCS Board of Education
7. Misrepresenting identity or affiliation in electronic messaging communications
8. Using someone else's identity and/or password
9. Sending mail anonymously
10. Any activity which adversely affects the confidentiality or integrity of the district's technology systems
11. Information pertaining to students which would violate the Family Educational Rights and Privacy Act (FERPA)
12. Accessing or transmitting material, which may contain defamatory remarks, offensive material, or racial/ethnic/sexual slurs, as well as any harassing, intimidating or pornographic material.
13. Users of electronic messaging shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of the school district, unless authorized to do so.
14. UCS electronic messaging services may not be used in any manner that would overload district computing facilities, including, but not limited to, the following:
 15. Sending or forwarding electronic messaging chain letters.
 16. Re-sending the same electronic messaging repeatedly to one or more recipients to interfere with the recipient's use of electronic messaging (letter-bombing).
 17. Sending unsolicited bulk electronic messages (spamming).

Rules and Regulations

Adopted: 8/10/98

Revised: 6/99

Revised: 6/01

Revised: 11/01

Revised: 2/05

Revised: 3/26/07

Superintendent of Schools



6600 FORM 1- Use of Photograph/Work on Internet (Employee/Community Member)

Dear Employee/Community Member:

As part of the communication process, the Utica Community Schools and its buildings maintain Web pages on the Internet. These pages provide information about the activities of the school district, its employees and students and can be viewed globally.

This form officially documents that you are willing to release your projects, pictures, video images and/or voice recordings of yourself, into the public domain. Any individual or organization with access to the Internet can view the information. There is no monetary compensation for the use of the project and/or images.

Release

I give my permission for my projects, photographs and/or voice recordings, to be used as described above and am willing to release these for use on the Utica Community Schools Web pages. I understand no monetary compensation will be given for use of the materials. This release includes the projects as well as videos and/or digitized images or sounds. I also certify, to the best of my knowledge, the materials used are in compliance with the Copyright Act of 1976, contained in Title 17 of the United States Code.

Employee/Community Member signature

Name (printed)

Address

City/State/Zip

Date

School or building

Please sign and return to the building principal.



6600 FORM 2 - Use of Student Work/Photograph

Dear Parents:

As part of the communication process, the Utica Community Schools maintains web pages on the Internet. These pages provide information about the activities of the Utica Community Schools, its employees and students, and can be viewed globally.

This form officially documents that you are willing to release your child's projects, photographs, video images and/or voice recordings into the public domain. They can be viewed by anyone with access to the Internet. Group photographs may be used on a web page; however, your child's name and/or individual photograph will not appear on the Internet. There is no monetary compensation for the use of these projects and/or images.

Release

I give my permission for my child's computer projects, photographs, images and/or voice recordings, to be used as described above and am willing to release this for use on the Utica Community Schools web pages on the internet. I understand no monetary compensation will be given for use of the materials.

Student name (Signature)

Parent/guardian signature

Address

Parent or Guardian Name (printed)

City/State/Zip

Date

Phone Number with Area Code

Please sign and return to the building principal **TO BE MAINTAINED IN THE STUDENT'S CUMULATIVE FILE.**



6600 FORM 3 - Acknowledgement Form (Employee/Community Member)

I, the undersigned, acknowledge receipt of the Utica Community Schools Acceptable Use of Technology Policy #6600 and the Acceptable Use of Technology/Internet Safety Rules and Regulations RR#6600.

Print Name

Signature

Date

School/Department

Form to be maintained in the **Human Resources Department**.



6600 FORM 4 - Parent Request for Academic Progress Via Electronic Message

Dear Parents:

To promote the (improvement of your child's academic achievement), or (your partnership in your child's learning) this form officially documents your request to receive an electronic message from the designated teacher for the time intervals and period indicated below. You acknowledge, by your signature, that you are the recipient of the information and that your child's privacy of information is not compromised by this electronic message. You also acknowledge that your student's full name, address or phone number will not be included in the message, that your student's academic progress information will be contained in the body of the message and not as an editable attachment, and that the message cannot contain behavior/discipline issues or information.

Release

I request that my child's academic progress be sent via electronic messaging from the teacher indicated below for the time period and intervals agreed upon.

Student Name

Starting Date

Ending Date

Intervals (weekly, monthly etc.)

Parent or Guardian Signature

Address

Parent or Guardian Name (printed)

City/State/Zip

CURRENT Date

PARENT Email Address

Teacher Name (PRINTED)

Teacher Signature

Please sign and return to the designated teacher who will retain this request on file.