

GRANT WOOD AEA BOARD OF DIRECTORS

**Administrative Regulation #7246B**  
**Acceptable Use Information for Students and Parents**

Related Policy: #7245 - Technology Resources Uses, Privileges, and Responsibilities  
#7246 – Internet Safety and Security

Related Regulation: # 7245A - Technology Resources Uses, Privileges, and Responsibilities  
#7245B – Recording Devices Uses, Privileges, and Responsibilities  
# 7246A – Acceptable Use Information for Educators and Employees

Date Adopted: February 19, 2014

1 The Agency shall to the extent practical prevent unauthorized access and other unlawful  
2 activities by users online, prevent unauthorized disclosure of or access to sensitive information,  
3 and comply with the Children’s Internet Protection Act (“CIPA”). As used in this policy, “user”  
4 includes anyone using the computers, equipment, or “network,” which includes but is not limited  
5 to the Internet, email, chat rooms and other forms of direct electronic communications provided  
6 by the Agency.

7  
8 The Agency shall use technology protection measures to block or filter, to the extent practical,  
9 access of visual depictions that are *obscene, pornographic, and harmful to minors* over the  
10 network. The Agency reserves the right to monitor users' online activities and to access, review,  
11 copy, and store or delete any electronic communication or files and disclose them to others as it  
12 deems necessary. Users should have no expectation of privacy regarding their use of Agency  
13 property, network and/or Internet access or files, including email.

14  
15 Educators directly involved with students in Agency programs should be familiar with the  
16 “Regulations for Acceptable Use: Information for Students and Parents.” It shall be the  
17 responsibility of Agency staff to educate, supervise and monitor appropriate usage. In addition,  
18 each network may have its own set of policies and procedures. It is the user’s responsibility to  
19 abide by the policies and procedures of these other networks.

20  
21 **Acceptable Network Usage**

22 Each year schools must verify that students using the network(s) have signed the form  
23 acknowledging the Regulations for Acceptable Use. Students who are under 18 must have their  
24 parents or guardians sign this form and schools must keep it on file. Once signed that  
25 permission/acknowledgement form remains in effect until revoked by the parent, or the student  
26 loses the privilege of using the Agency’s network due to violation of this policy or is no longer a  
27 student. **By using the network, users have agreed to this policy.** Even without signature, all  
28 users must follow this policy and report any misuse of the network to a teacher, supervisor or  
29 other appropriate administrator. If a user is uncertain about whether a particular use is  
30 acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate  
31 administrator.

32  
33 **Network Access**

34 Access to the network is available to teachers and students as a source of information and a  
35 vehicle of communication. Students will be able to access the Internet through their teachers.  
36 Individual student accounts and e-mail addresses may be issued to students as authorized.

- 37 • Equity Opportunity – The Internet shall be available to all students within the Agency and  
38 its instructional programs.
- 39 • Making Internet access available to students carries with it the potential that some  
40 students might encounter information that may not be appropriate for students. Because  
41 information on the Internet appears, disappears, and changes, it is not always possible  
42 to predict or control what students may locate.

- 43       • The smooth operation of the network relies upon the proper conduct of the users who  
44       must adhere to strict guidelines which require efficient, ethical and legal utilization of  
45       network resources.

### 46 47 **Online Etiquette**

48 The use of the network is a privilege and may be taken away for violation of Board policy or  
49 regulations. Users may be allowed access to other networks. Each network may have its own  
50 set of policies and procedures. It is the user's responsibility to abide by the policies and  
51 procedures of these other networks.

- 52
- 53       • Users should adhere to online protocol.
    - 54           1. Respect all copyright and license agreements.
    - 55           2. Cite all quotes, references, and sources.
    - 56           3. Apply the same privacy, ethical, and educational considerations utilized in other  
57           forms of communication.
  - 58       • Students who are authorized for e-mail accounts by their teachers or principal will adhere  
59       to the following guidelines:
    - 60           1. Others may be able to read or access the mail, so private messages should not  
61           be sent.
    - 62           2. Delete unwanted messages
    - 63           3. Use of objectionable language is prohibited.
- 64

### 65 **Inappropriate Network Usage**

66 The Agency reserves the right to take immediate action regarding activities (1) that create  
67 security and/or safety issues for the Agency, students, employees, schools, network or  
68 computer resources, or (2) that expend Agency resources on content the Agency determines  
69 lacks legitimate educational content/purpose, or (3) other activities as determined by  
70 administrators as inappropriate.

- 71       • Violating any state or federal law or municipal ordinance, such as: Accessing or  
72       transmitting pornography of any kind, obscene depictions, harmful materials, materials  
73       that encourage others to violate the law, confidential information or copyrighted  
74       materials;
- 75       • Criminal activities that can be punished under law;
- 76       • Selling or purchasing illegal items or substances;
- 77       • Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- 78       • Causing harm to others or damage to their property, such as:
  - 79           1. Using profane, abusive, or impolite language; threatening, harassing, or making  
80           damaging or false statements about others or accessing, transmitting, or  
81           downloading offensive, harassing, or disparaging materials;
  - 82           2. Deleting, copying, modifying, or forging other users' names, emails, files, or data;  
83           disguising one's identity, impersonating other users, or sending anonymous  
84           email;
  - 85           3. Damaging computer equipment, files, data or the network in any way, including  
86           intentionally accessing, transmitting or downloading computer viruses or other  
87           harmful files or programs, or disrupting any computer system performance;
  - 88           4. Using any Agency computer to pursue "hacking," internal or external to the  
89           Agency, or attempting to access information protected by privacy laws; or  
90           5. Accessing, transmitting or downloading large files, including "chain letters" or any  
91           type of "pyramid schemes".
- 92       • Engaging in uses that jeopardize access or lead to unauthorized access into others'  
93       accounts or other computer networks, such as:

- 94 1. Using another's account password(s) or identifier(s);
  - 95 2. Interfering with other users' ability to access their account(s); or
  - 96 3. Disclosing anyone's password to others or allowing them to use another's
  - 97 account(s).
  - 98 4. Disclosure, use and dissemination of personal identifying information regarding
  - 99 minors.
- 100 • Using the network for commercial purposes:
    - 101 1. Using the network for personal financial gain;
    - 102 2. Using the network for personal advertising, promotion, or financial gain; or
    - 103 3. Conducting for-profit business activities and/or engaging in non-government
    - 104 related fundraising or public relations activities such as solicitation for religious
    - 105 purposes, lobbying for personal political purposes.

### 107 ***Student Internet Safety***

- 108 1. When using the Internet, students shall not reveal personal information about
- 109 themselves or other persons. (e.g. name, home address, telephone number, or display
- 110 photographs of themselves or others)
- 111 2. Students shall not meet in person anyone they have met only on the Internet; and
- 112 3. Students must abide by all laws, this Regulation for Acceptable Use and all other
- 113 applicable Agency policies.

114 All members of the Agency staff shall monitor the online activities of students and shall educate  
115 students about appropriate online behavior, including interacting on social networking sites and  
116 chat rooms. Students shall also be educated on cyberbullying, including awareness and  
117 response. Employees shall provide age appropriate training for students who use the Internet.  
118 The training provided will be designed to promote the Agency's commitment to:

119 The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;  
120 Student safety with regard to:  
121 Safety on the Internet;  
122 Appropriate behavior while on online, on social networking Web sites, and in chat rooms;  
123 Cyberbullying awareness and response; and  
124 Compliance with the E-rate requirements of the Children's Internet Protection Act

125  
126  
127 In compliance with federal law, this policy will be maintained at least five years beyond the  
128 termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

### 129 ***Penalties for Inappropriate Use***

130 The use of the Agency equipment and network is a privilege, not a right, and inappropriate use  
131 may result in the restriction or cancellation of those privileges. Inappropriate use may also lead  
132 to disciplinary and/or legal action including suspension, expulsion, or criminal prosecution by  
133 government authorities.  
134

Legal Reference:

Children's Internet Protection Act Pub L No 106-554 and 47 USC 254(h)

## Student Network Access Form

Please sign the form if you would like your child to be granted network access and return the permission form to your child's school.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

If you granted your child Internet access, please have them respond to the following:

- I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.
- I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

Student Signature \_\_\_\_\_