

**ADMINISTRATIVE PROCEDURES FOR RULES AND
REGULATIONS IMPLEMENTING BOARD POLICY 6.235,
“COMPUTER NETWORK AND INTERNET SAFETY, ACCESS, AND USE”**

I. SCOPE OF REGULATIONS AND SCHOOL DISTRICT AUTHORITY

These Rules and Regulations are promulgated pursuant to the Computer Network and Internet Safety, Access, and Use Policy (the “Policy”). These Rules and Regulations govern all use of District computers, the District’s local and/or wide area network, and access to the Internet through District computers or the District’s local and/or wide area network, which will be collectively referred to in these Rules and Regulations as the District’s “computer network.”

The rights of the District include, but are not limited to, those set forth in the Policy and these Rules and Regulations. The Policy and these Rules and Regulations may be supplemented by additional rules, regulations, and other terms and conditions of computer network use that may be promulgated by District staff pursuant to the Policy or these Rules and Regulations.

II. AUTHORIZATION FOR ACCESS TO COMPUTER NETWORK AND INTERNET

- A. Teachers, administrators, school board members, students, student teachers, other employees of the School District, and, in furtherance of the District’s educational mission, other members of the community, may be authorized by the Superintendent or designee to use the District’s computer network. Individual school board members shall have the same rights, privileges, and responsibilities as staff members with respect to use of the District’s computer network.
- B. Staff Members – Each staff member who requests a computer account must sign the District’s “Staff Member Authorization for Computer Network Access” (*Exhibit 6.235-E1*), prior to using the District’s computer network. In addition, all staff members who request a computer account will be required to participate in inservice training. A new authorization must be submitted before access privileges are restored after being suspended or revoked.
- C. Students – Each student and his or her parent(s)/guardian(s) must sign the “Authorization for Student’s Computer Network Access” (*Exhibit 6.235-E2 for elementary students, Exhibit 6.235-E3 for secondary students*) prior to using the District’s computer network. A new authorization must be submitted before a student starts 7th grade. A new authorization also must be submitted before access privileges are granted after a student’s access privileges are suspended or revoked.

- D. Community Members – Members of the community may request a computer account to be used in furtherance of the District’s educational mission by submitting a signed copy of the District’s “Community Member Authorization for Computer Network Access” (*Exhibit 6.235-E4*). The request must be approved by a building principal and the superintendent before the community member may use the District’s computer network. A new authorization must be submitted before access privileges are restored after being suspended or revoked.
- E. Teachers and other staff members who supervise students who are using the District’s Internet connection will be required to participate in inservice training.

III. STUDENT USE OF THE COMPUTER NETWORK

When using the computer network at School, students must sign in at the computer and list the intended use of the computer network on a Computer Network Use Form (*Exhibit 6.235-E3*). A supervising teacher or staff member will confirm that the intended use stated on the Computer Network Use Form is an acceptable use as defined in these Rules and Regulations. The student’s actual use of the computer network must comply with the stated use.

IV. PRIVACY

Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network’s back-up system even after they have been deleted from a user’s individual account. The Superintendent and his/her designees may review files and messages to maintain system integrity and to monitor compliance with the Policy and these Rules and Regulations.

V. ACCEPTABLE AND UNACCEPTABLE USE

- A. Acceptable Uses
 - 1. Internet access shall be used solely to improve learning and teaching consistent with the educational mission of this School District.
 - 2. The use of the computer network by staff and students is a privilege extended by the School District. Access to the computer network is subject to appropriate monitoring by the Superintendent.

B. Unacceptable Use

Uses are unacceptable under the Policy which cause substantial disruption of the proper and orderly operation and discipline of the school, which violate the rights of others, which are socially inappropriate or inappropriate due to the maturity level of the students, which are primarily intended as an immediate solicitation of funds, which cause economic loss to the District or disruption or damage to the District information systems or controls of the financial and accounting system, or which constitute gross misconduct or disobedience. Such uses include, **but are not limited to:**

1. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
2. using the computer network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or State regulation;
3. unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
4. using copyrighted material in violation of the copyright;
5. using the computer network for private, financial, or commercial gain;
6. gaining unauthorized access to resources or entities, including, but not limited to, other student files, teacher files, confidential information, student record data, District administrative files and data, and unauthorized Internet accounts;
7. invading the privacy of individuals, including revealing the personal addresses or telephone numbers of students or teachers;
8. using another user's account or password;
9. posting materials authorized or created by another without his/her consent;
10. posting anonymous messages;
11. using the computer network for commercial or private advertising;

12. accessing, submitting, posting, publishing, or displaying pornographic, pervasively lewd and vulgar, or indecent or vulgar language;
13. submitting, posting, publishing or displaying libelous material;
14. using the computer network while access privileges are denied, suspended, or revoked;
15. using the computer network in any way that would disrupt its use by other users, including “chain letters”, uploading or creating computer viruses, and any other attempt to harm or destroy data of another user;
17. exceeding, evading or changing resource quotas or intentionally causing network congestion through mass consumption of system resources;
17. evading or circumventing system security;
18. any use of the computer network which is not stated as an intended use of the student’s Computer Network Use Form; and
19. attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

VI. INTERNET SAFETY

The District’s primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can be implemented only by students themselves. The District encourages parents and guardians to discuss the following safety concerns with their students:

1. Students should not give out such personal information as their name, age, home address, telephone number(s), photograph, their parents’ or guardians’ work address or telephone number, or the name or location of the school over the Internet or through e-mail. Students should not give out such personal information about other individuals over the Internet or through e-mail.
2. Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable. Students should not respond to any e-mail or other message which makes them feel uncomfortable.

3. Students should never agree to meet someone in person whom they have “met” online without parental knowledge, permission, and supervision.
4. Students should never agree to send or accept any item to or from a person whom they have “met” online without parental knowledge, permission, and supervision.

VII. TECHNOLOGY PROTECTION MEASURES

Consistent with the District’s legitimate educational and pedagogical concerns, the District shall implement technology protection measures, which may include filtering and/or blocking software, on every District computer which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The Superintendent or his or her designee may disable the technology protection measure on an individual computer to enable access to material needed for bona fide research or other lawful purpose.

VIII. SECURITY

Security is a high priority. If a user can identify a security problem on the computer network, the user must notify the Superintendent, his or her designee, or Building Principal. The user may not demonstrate the problem to other users. Any user identified as a security risk will be denied access to the computer network.

IX. NO WARRANTIES

- A. The District makes no warranties of any kind, whether expressed or implied, for the service of providing computer network access to its users. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by users’ errors, omissions, or negligence. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- B. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

- C. The District has acted in good faith and in a reasonable manner in selecting and implementing technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the District's computer network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.

X. INDEMNIFICATION

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these Rules and Regulations and any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

XI. COOPERATION WITH INVESTIGATIONS

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

XII. ENFORCEMENT

The failure of any user to abide by these Rules and Regulations will result in the denial, revocation, or suspension of computer network and/or Internet privileges, disciplinary action, and/or appropriate legal action. The Superintendent or his or her designee may deny, revoke, or suspend the computer network privileges of any user who violates the Policy or these Rules and Regulations. Additional disciplinary measures may be considered and imposed consistent with District discipline policies.

XIII. NOTIFICATION

A. Employee Notification

- 1. All School District employees shall receive a copy of the Board Policy governing computer network access and these Rules and Regulations upon the Policy's adoption by the Board of Education. New employees shall receive copies upon their commencing employment with the District.

2. Student/Parent Notification

The Policy and its implementing Rules and Regulations shall be distributed to all students and their parents/guardians annually through such means as is approved by the Superintendent.

**STAFF MEMBER
AUTHORIZATION FOR COMPUTER NETWORK ACCESS**

I, the undersigned, agree that I have read the attached Rules and Regulations regarding the use of the District's computer network account and agree to abide by its terms and conditions. I understand that any unacceptable use shall be grounds for the denial, revocation, or suspension of my computer network privileges; may result in additional discipline up to and including dismissal; and may result in criminal or civil penalties. I understand that the District makes no warranties of any kind, whether express or implied, regarding the computer network. In addition, I agree to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these Rules and Regulations and any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. In consideration for the District's computer network account, I hereby release the Moline School District No. 40 and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the computer network.

Signed: _____
(Name)

Date: _____

Print Name: _____

Print School Name: _____

**IMPORTANT
PLEASE READ CAREFULLY**

AUTHORIZATION FOR STUDENT’S COMPUTER NETWORK ACCESS
USE THIS FORM FOR ELEMENTARY STUDENTS

I have read, or have had explained to me, the attached Policy and Rules and Regulations regarding the use of the School District’s computer network and the Internet. I agree that I will follow these rules when I use the District’s computer network or, if approved by my parents below, the Internet. I understand that I can be disciplined if I use the District’s computer network or the Internet in a way that violates these rules. Discipline may include loss of computer network or Internet use privileges, detention, suspension, expulsion or other consequences. I understand that any information or documents I create or place on the District computer network belong to the District and may be looked at by District employees or others at any time, and that such information or documents will not be private in any way. I know that information or documents placed on the system also may be lost or damaged. I understand that if I misuse the computer network or the Internet or cause harm to the network or anyone else or their information or documents, then my parents or guardians and I will be responsible for paying for such misuse or damage.

By signing below, I demonstrate that I understand and agree to the attached Policy and Rules and Regulations. This Authorization will expire, and a new Authorization must be submitted, when I start 7th grade or any time that my computer network and/or Internet privileges are suspended or revoked.

Signed: _____ Date: _____
(Student)

By signing below, I certify that I have reviewed with my child the rules regarding use of the District’s computer network.

Please select one:

- I request that my student be permitted access to the District’s computer network, **BUT NOT** to the Internet.
- I request that my student be permitted access to the District’s computer network **AND** to the Internet.

Signed: _____ Date: _____
(Parent/Guardian)

**IMPORTANT
PLEASE READ CAREFULLY**

AUTHORIZATION FOR STUDENT'S COMPUTER NETWORK ACCESS
USE THIS FORM FOR SECONDARY STUDENTS

We hereby certify that we have read the attached Board Policy and Rules and Regulations regarding the use of the District's computer network account and the Internet.

We understand that the Internet is an electronic means for connecting computers and individuals throughout the world and, as such, allows an individual virtually unrestricted access to these individuals and the information contained in these computers. We further understand that the Internet is a valuable educational resource and the School District intends to utilize the Internet in a manner that is consistent with the educational mission of the School District.

We understand information that may be accessed through the Internet may be socially inappropriate, inappropriate due to the maturity level of the student, illegal, violate the rights of others, or be just plain offensive to certain people. We also understand that it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which this student or his or her parents or guardians may be liable. We understand that the District has implemented technology protection measures to prevent access to certain objectionable material, but cannot guarantee the effectiveness of these measures.

We understand that although the Board Policy and Rules and Regulations restrict this student's use to acceptable educational uses, the School District may not be able to prevent students from using the computer network in a manner that is prohibited by the Policy and its Rules and Regulations. Therefore, we understand that the District cannot guarantee compliance with the District's acceptable use policy. We further understand that prior to signing this authorization we may discuss the District's computer network access policy with appropriate school personnel.

Based upon these understandings, we hereby request that this child be allowed computer network privileges and, if requested below, access to the Internet through the School District and agree to hold harmless the Moline School District No. 40, its employees, agents, or Board members, for any harm caused by materials or software obtained via the computer network or the Internet. We accept full responsibility for supervision if and when this student's use of the Internet is not in a school setting, and thus not on the District's computer network account.

We, the undersigned, agree that we have read the attached Rules and Regulations regarding the use of the District's computer network account and agree to abide by its terms and conditions. We understand that any unacceptable use shall be grounds for the denial, revocation, or suspension of the student's computer network privileges (and, if applicable, Internet

privileges); may result in additional discipline up to and including expulsion from school; and may result in criminal or civil penalty. We understand that the District makes no warranties of any kind, whether express or implied, regarding the computer network or Internet. In addition, we agree to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these Rules and Regulations and any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. In consideration for access to the District's computer network (and, if applicable, to the Internet), we hereby release the Moline School District No. 40 and its Board members, employees, and agents from any claims and damages arising from the student's use, or inability to use the computer network and/or Internet.

This Authorization will expire, and a new Authorization must be submitted, any time that this student's computer network and/or Internet privileges are suspended or revoked.

Please select one:

- I request that my student be permitted access to the District's computer network, **BUT NOT** to the Internet.
- I request that my student be permitted access to the District's computer network **AND** to the Internet.

Signed: _____ Date: _____
(Student)

Print Student Name: _____

Signed: _____ Date: _____
(Parent/Guardian)

**COMMUNITY MEMBER
AUTHORIZATION FOR COMPUTER NETWORK ACCESS**

I, the undersigned, agree that I read the attached Rules and Regulations regarding the use of the District's computer network account and agree to abide by its terms and conditions. I understand that any unacceptable use shall be grounds for the denial, revocation, or suspension of my computer network privileges, and may result in criminal or civil penalties. I understand that the District makes no warranties of any kind, whether express or implied, regarding the computer network. In addition, I agree to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these Rules and Regulations and any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs. In consideration for the District's computer network account, I hereby release the Moline School District No. 40 and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the computer network.

Signed: _____
(Name)

Date: _____

Print Name: _____

Print School Name: _____

Building Approval	Central Office Approval
Email recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No Network recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Principal's Signature	Superintendent's Signature
Building justification for access:	

COMPUTER NETWORK USE FORM

Student Name

Date

Teacher

Purpose

INSTRUCTION

Computer Network and Internet Safety, Access, and Use

The Board of Education's goal is to include use of the District's computer network and the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy. This Policy and its implementing Rules and Regulations are intended to serve as a guide to the scope of the District's authority and the safe and acceptable use of the District's computers, local and/or wide area network, and Internet access. This Policy governs all use of District computers, the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network, which will be collectively referred to in this Policy and its implementing Rules and Regulations as the District's "computer network."

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the computer network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual Board of Education members shall have the same rights, privileges, and responsibilities as staff members with respect to use of the District's computer network.

Curriculum

The use of the computer network shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. Use of materials obtained from the Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District shall also implement technology protection measures consistent with the *Children's Internet Protection Act* and its implementing regulations.

The computer network is part of the curriculum and is not a public forum for general use.

Acceptable and Unacceptable Use

All use of the District's computer network must be in support of education and/or research, and must be in furtherance of the Board of Education's stated goal. Use of the District's computer network is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Unacceptable uses include, but are not limited to, uses which cause substantial disruption of the proper and orderly operation and discipline of the school, which violate the rights of others, which are socially inappropriate or inappropriate due to the maturity level of the students, which are primarily intended as an immediate solicitation of funds, which constitute gross misconduct or disobedience, which cause economic loss to the District or disruption or damage to the District information systems or controls of the financial and accounting system, or which are specifically listed as unacceptable uses in the Policy's implementing Rules and Regulations.

No Expectation of Privacy

Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account. The Superintendent and his/her designees may review files and messages to maintain system integrity and to monitor compliance with the Policy and these Rules and Regulations.

Authorization for Computer Network Access

Each staff member must sign a Staff Member Authorization for Computer Network Access before using the District's computer network. Each student and his or her parent(s)/guardian(s) must sign an Authorization for Student's Computer Network Access before the student is allowed access to the computer network.

The failure of any student or staff member to follow the terms of this Policy, its implementing Rules and Regulations, or the terms of their authorization for computer network access may result in the loss of computer network privileges, disciplinary action, and/or appropriate legal action.

CROSS REF.: 5:100 (Staff Development Program), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADOPTED: November 9, 1999

REVISED:

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