

Wilson County Board of Education

Policy Description:

Use of the Internet/Media Technology

Page 1 of 4

Policy Number:

4.406

Amended Date:

05/04/09

Rescinds:

Board Minutes

Reviewed: 03/09

Issued: 03/04/02

1 The Board supports the right of staff and students to have reasonable access to various information formats and
2 believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

3 4 **EMPLOYEES**

5
6 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written
7 agreement, developed by the director/designee that sets out the terms and conditions of such use. Any
8 employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that
9 agreement, even if no signed written agreement is on file.

10
11 The Director of Schools shall develop and implement procedures for appropriate Internet use which shall
12 address the following:

- 13
14 1. Development of the Network and Internet Use Agreement.
15 2. General rules and ethics of Internet access.
16 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
17 4. Prohibited and illegal activities including, but not limited to, the following:¹
18
19 • Accessing, sending, and/or displaying offensive messages or pictures
20 • Using obscene language
21 • Harassing, insulting, defaming, or attacking others
22 • Damaging computers, computer systems, or computer network
23 • Hacking or attempting unauthorized access to any computer
24 • Violation of copyright laws
25 • Trespassing in another's folders, work, or files
26 • Intentional misuse of resources
27 • Using another's password or other identifier (impersonation)
28 • Use of the network for commercial purposes
29 • Buying or selling on the internet
30

¹ TCA 39-14-602

- Employees shall not store on any type of portable media device (flash drives, C.D.'s, laptop computers, etc.) protected information, such as but not limited to Social Security Numbers, Health Records, HIPAA information, Special Education data, etc. Such information shall remain only on the Wilson County Schools network approved drive. Every precaution shall be taken to maintain the privacy and integrity of these records.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use.
2. Prohibited or illegal activities including, but not limited to, the following:¹
 - Accessing, sending, and/ or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming, or attacking others
 - Damaging computers, computer systems, or computer network
 - Hacking or attempting unauthorized access to any computer
 - Violation of copyright laws
 - Trespassing in another's folders, work, or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the internet
 - Students shall not store on any type of portable media device (flash drives, C.D.'s, laptop computers, etc.) protected information, such as but not limited to Social Security Numbers, Health Records, HIPAA information, Special Education data, etc. Such information shall remain only on the Wilson County Schools network approved drive. Every precaution shall be taken to maintain the privacy and integrity of these records.
 - Dangerous or abusive actions by a student that directly affects another student, the school itself, or its staff.
3. The school may take action in the event it deems the matter to have an adverse impact on safety and the welfare of students, staff and the educational environment.

¹ TCA 39-14-602

1 **INTERNET SAFETY MEASURES**

2
3 Internet safety measures that effectively address the following shall be implemented:

- 4
- 5 • Controlling access by students to inappropriate matter on the Internet and World Wide Web
 - 6 • Safety and security of students when they are using electronic mail, chat rooms, and other forms of
 - 7 direct electronic communications
 - 8 • Preventing unauthorized access, including “hacking” and other unlawful activities by students on line
 - 9 • Unauthorized disclosure, use and dissemination of personal information regarding students
 - 10 • Restricting students’ access to materials harmful to them

11
12 The Director of Schools or his/her designee shall establish a process to ensure the district’s education
13 technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process
14 shall include, but not be limited to, the following:

- 15
- 16 • Utilizing technology that blocks or filters Internet access (for both students and adults) to obscene
 - 17 material, child pornography, or any material harmful to students
 - 18 • Maintaining and securing a usage log
 - 19 • Monitoring on line activities of students¹

20
21 The Board shall provide reasonable public notice of, and sponsor at least one (1) public hearing or meeting, to
22 address and communicate its Internet safety measures.

23
24 A written parental consent shall be required prior to the student is being granted access to electronic media
25 involving district technological resources. The required permission/agreement form, which shall specify
26 acceptable uses, rules of on line behavior, access privileges, and penalties for policy/procedural violations, must
27 be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student.
28 This document shall be executed each year and shall be valid only in the school year in which it was signed
29 unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the
30 student’s parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a
31 written request.

32
33
34
35
36

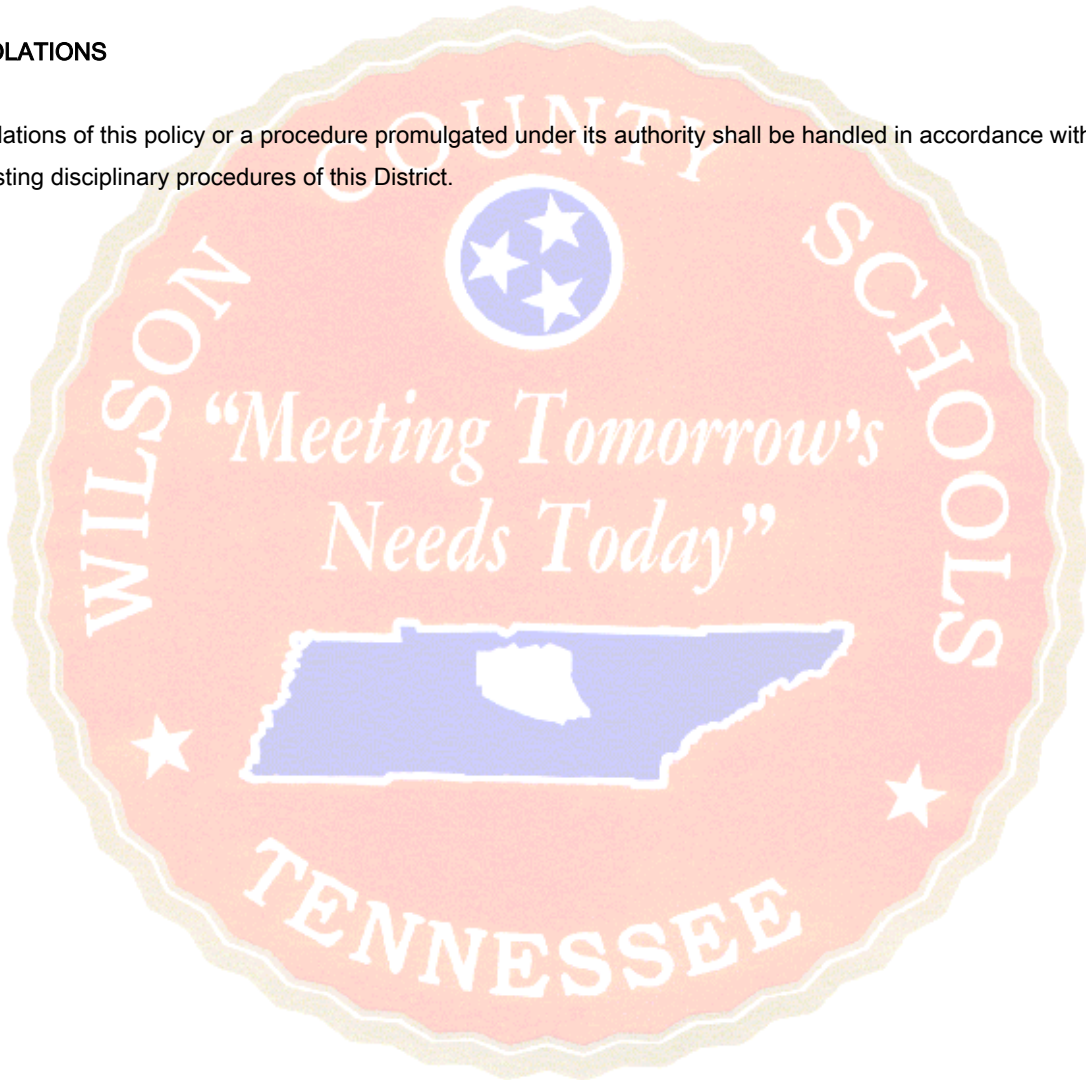
¹ 47 U.S.C. § 254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45 Report and Order (March 30,2001)

1 **E-MAIL**

2
3 Users with network access shall not utilize district resources to establish electronic mail accounts through third
4 party providers or any other nonstandard electronic mail system. All data including e-mail communications
5 stored or transmitted on school system computers shall be monitored. Employees/students have no expectation
6 of privacy with regard to such data. E-Mail correspondence may be a public record under the public records law
7 and may be subject to public inspection.¹

8
9 **VIOLATIONS**

10
11 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the
12 existing disciplinary procedures of this District.



33
34
35
36
37

¹ TCA 10-7-512