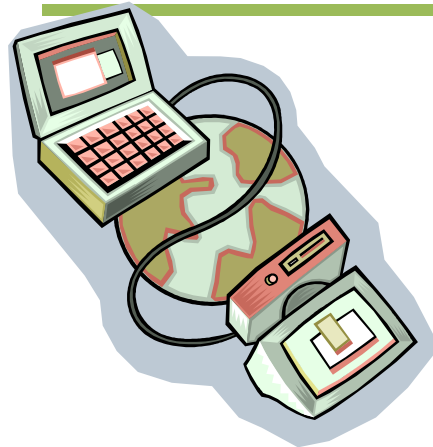

Policy JV/GDC

Safety and Acceptable Use of the Internet by Students and Educators

Boone County Schools



High Expectations, Every Student, Every Chance, Every Day!

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SAFETY AND ACCEPTABLE USE OF THE INTERNET BY STUDENTS AND
EDUCATORS (2460)

PART A: COMPUTER TECHNOLOGY AND NETWORKS (2460)

The Director of Technology is responsible for managing the Board of Education's technology system and making arrangements for any Networks that may be used to enhance the educational program and/or operations of the District.

S/He also is responsible for verifying that the County's purchasing guidelines are followed. In addition, the Technology Director shall verify that each staff member and student who will have access to Board technology and any Networks completes the appropriate agreement form.

All tentative agreements with Networks or technology agencies are to be submitted to the Superintendent for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- (1) Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. Further, use of the Internet for recreational or personal purposes is prohibited. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form.
- (2) **The posting of personal information, (names, or other identifying data), about students on county or school websites is prohibited. Publication of pictures requires parental permission.**
- (3) Because of the vast amount of information that can be retrieved from the Internet teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are "attractive but superficial or irrelevant" from those that are "attractive, substantive, and relevant."
- (4) Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources

for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.

- (5) The Student and Staff Network and Internet Acceptable Use and Safety Agreements, that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the Superintendent and building principal shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with Technology Director.
- (6) As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Principal so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreements, address the issue of the proprietary rights related to web-site design concerning web-sites and/or pages hosted on the Board's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

PART B: TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer

and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Director. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

State Board Policy 2460
WV Code St. R. 126-41-1

PART C: WEB-PAGE SPECIFICATIONS

These guidelines will apply to all web pages hosted on the Board of Education's servers, whether created by schools, departments, staff, students, or other persons. The Superintendent or his/her designee retains final editorial authority over all content placed on the Board's servers and displayed on the Board's website. The Superintendent or his/her designee has the right to remove pages or links from any web page based upon his/her determination of inappropriate content.

The County's website(s) is/are intended to serve as instructional, communication, and public relations tools. The web pages aim to provide timely, supportive and educational information to the students, staff and community. The website(s) are created in order to provide easy access to a wide variety of rich media and educational resources that directly support student achievement, professional development, and organizational effectiveness. While not all web pages can be made totally accessible, the County will strive to the extent technologically and economically feasible, to make its website(s) as accessible as possible by emphasizing content and providing information on web pages designed with accessibility in mind. Individuals responsible for designing, developing and producing web pages are expected to employ universal design principles to create websites that allow persons with the disabilities identified at the end of this document to access the information and content on the County's website. By following the web page design criteria set forth below, the designers and authors of the County's website can improve the opportunities for persons with disabilities to access the information and content contained on the web pages that make up the County's website(s).

First Page of the School Building Website(s)

The first page of the web site should contain:

- A. the index or table of contents for the site;
- B. contact information, including the school's name, address, and phone number, the name of the building principal, and a map/directions to the building;
- C. the webmaster and e-mail address of the person responsible for the site;
- D. a date when the page was last updated or modified;
- E. index.html;

- F. a link to the Board's web site;
- G. identification of (or a link to) the Board's agent to receive notification of claimed copyright infringement (including name, mailing address, telephone number, fax number, and e-mail address); and
- H. links to appropriate disclaimers.

Organization of Site Structure

- A. Use a large-scale, commonly understood navigation scheme (i.e., the overall plan or file structure should provide quick access to information and help the user understand how the information is organized). It is recommended that a storyboard be used to plan the web site.
- B. Each page should be designed with the audience and goal in mind.
- C. Maintain a simple, consistent page layout. A basic page format should be used (e.g., use the same background, locate navigation tools in the same place on the page, have consistent link appearance, and have consistent font size and type). Be consistent on all pages.
- D. The title bar should include the school name in the <title> tag of each HTML document.
- E. Limit page length, keep the HTML documents as small as possible.
- F. The web site may include areas such as staff information, student projects, calendar, school information and mission statement, technology plan, and geographical information.
- G. There should be a "mail to" link that provides a means of feedback on all main pages.
- H. Avoid parallel columns. (Though newer screen reader can now handle columns, older voice output systems read across the screen and jump from column to column.)
- I. Design pages so that users do not have to scroll from left to right to see the entire page.

Keep Your Web Site Current

- A. Pages should be checked regularly to ensure that links are working and meet Board standards. Check to make sure all internal and external links work properly.
- B. Remove expired date-related items.
- C. Maintain and update files by removing unneeded or outdated files.

Grammar and Spelling

- A. All pages should be grammatically correct.
- B. All words should be spelled correctly - web pages should be spell checked.

Navigation Tools

Position navigational aids throughout the documents and document groups. For example, all pages should include a "back to" main menu in order to provide a link back to the website index or home page, or a "skip to main content" link in the upper left corner that allows users to jump past repetitive navigation options.

Backgrounds

- A. Keep backgrounds simple, and use high contrast to allow easy viewing of content. Light colors are better. Select backgrounds that make text easy to read.
- B. Keep background tiles small.
- C. Backgrounds should be in GIF format.
- D. Re-use background images, pages will reload quicker and the user will be able to view your pages with ease.
- E. Do not use a background to convey information.
- F. Do not "name" your colors. Use the hexadecimal number for colored backgrounds. If using a tiled image, make the background color approximately the color of the tiled image.
- G. Avoid low-contrast color combinations or colors that may not be recognized by lower-resolution screens.

Intellectual Property

- A. All website authors must follow all applicable and existing intellectual property laws (copyright and trademark) pertaining to the use of text, images, video, audio/sounds, and hyperlinks to other websites/pages.
- B. The Board retains proprietary rights to web sites/pages hosted on its servers, absent written authorization to the contrary.

Naming Structure

- A. Use all lower-case letters for names of documents and graphics.
- B. Do NOT use any spaces or other symbols in naming HTML documents or graphics.

Graphics

- A. Smaller is better, images should be less than 50k.
- B. Pictures need to be in GIF or JPEG format.
- C. Always use width and height tags.
- D. Provide short, simple, and meaningful alternative text for all graphical features. Use the "alt" tag to describe your picture for text-only browsers.
- E. Use GIF format for drawings and line art.
- F. Use JPEG format for photographic color images.
- G. Re-use graphics when appropriate. When graphics are re-used, they remain in the computer and will load more quickly onto a web page.
- H. Avoid using flashing content, as it may cause seizures in susceptible users.
- I. Provide transcripts, descriptions, or captions for video and audio files to assist persons with visual and hearing disabilities.

HTML Standards

It is reasonable to expect that users will see your page using a variety of browsers including Internet Explorer and Mozilla Firefox. It is recommended that you:

- A. check your web pages on a variety of browsers, including text-only browsers, and at a variety of screen resolutions to confirm the pages look right to the greatest number of users;
- B. check your web site on multiple platforms, and test pages on small screens to confirm the pages do not bleed off the screen;
- C. use standard HTML tags - Do Not use tags which are specific to one (1) browser;
- D. use HTML syntax checkers to search your site for programming mistakes.

Frames and Special Formats

Use of frame pages is strongly discouraged. If you do and you link to external content, make sure you are not infringing on any copyrights associated with the website/page to which you are linking. Additionally, if you use frames, make alternative versions of those pages that persons with disabilities can use. To make them accessible to screen reader devices, add meaningful titles to each frame so user can navigate between them easily.

Provide text-based delivery alternatives for as much information as possible. Do not rely solely on special formats (e.g. Adobe Acrobat) that can be more difficult for text and voice systems to read.

Use of Student Names, Pictures, Original Work, and E-mail Addresses

The Board will allow the use of students, names of students, and displaying original work of students on websites in accordance with the following guidelines:

- A. Identifiable photographs of students may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians. **If a school publishes student pictures on the Internet, the FBI recommends only posting distant group pictures, angled heads, and faces should be unidentifiable.**
- B. Last names of students and students' e-mail addresses should never be used.
- C. Original work by students such as art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parents or guardians.

Prohibited Uses

Under no circumstances may a web page hosted on the Board's servers be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the County's web site may:

- A. include statements or other items that support or oppose a candidate for public office; the investigation, prosecution, or recall of a public official; or passage of a tax levy or bond issue;
- B. link to a web site of another organization if the other web site includes such a message; or
- C. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization;
- D. include defamatory, libelous, or obscene matter;
- E. promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;
- F. promote illegal discrimination on the basis of race, color, religion, national origin, disability, age, or ancestry.

Additionally, no web pages may contain obscene, profane, vulgar, sexually explicit, defamatory, harassing or abusive language, or be utilized to intimidate or bully another person.

Content for the County's Website(s)

All subject matter on web pages must relate to curriculum, instruction, school authorized activities, general information, supporting student safety, growth and learning, or public information of interest to others. The following information/content will/may be addressed in the County's website(s):

- (1) School Contact Information
 - (A) Name
 - (B) Physical address
 - (C) E-mail
 - (D) Web address
- (2) School Background

- (A) History
 - (B) Mission
 - (C) Song
 - (D) Logo
- (3) Virtual School Tour
- (A) Directions
 - (B) Map
 - (C) Photos
 - (D) Classrooms
 - (E) Video
- (4) School Accomplishments
- (A) Awards
 - (B) Achievement
 - (C) Grants
 - (D) Special thanks
- (5) School Announcements
- (A) Events
 - (B) Schedules – including bus schedules
 - (C) Calendars
 - (D) Timeliness
 - (E) Lunch menus
- (6) News and Information
- (A) Agendas and minutes
 - (B) Newspaper
 - (C) Ezines
 - (D) Announcements – closings (e.g., snow days)
 - (E) Employment opportunities
- (7) School Policies and Procedures
- (A) Mission
 - (B) Philosophy
 - (C) Handbooks
 - (D) Curriculum guides
 - (E) Policies

- (F) Programs
- (8) People Information
 - (A) Staff/Administration
 - (a) Principal welcome
 - (b) Directory (name, position, contacts)
 - (B) Teacher pages
 - (a) Directory (name, position, contacts)
 - (C) Class or Grade Level Pages
 - (a) Classroom
 - (b) Projects
 - (c) Assignments
 - (d) Themes
 - (e) Field trips
 - (D) Student Pages
 - (a) Project posting
 - (b) Sharing
- (9) Support Departments
 - (A) Content area departments
 - (B) Library/Media
 - (C) Technology
 - (D) Health Services
 - (E) Bus routes
 - (F) Art and Music
 - (G) Sports
 - (H) Clubs
 - (I) After school programs
 - (J) Special programs (special education, etc.)
- (10) Curriculum Connections
 - (A) Student resources
 - (a) Assignments

- (b) Course information
 - (c) Projects
 - (d) Popular/relevant links (developmentally appropriate, curriculum relevant content)
 - (B) Teacher resources
 - (a) Lesson plans
 - (b) Professional development
 - (c) Popular/relevant links
 - (C) Parent resources
 - (a) Parenting resources
 - (b) Popular/relevant links
 - (D) Curriculum Materials
 - (a) Online curriculum materials – lessons, activities, homework
 - (E) Grades
- (11) Community Information and Outreach
- (A) Local Information
 - (a) Weather
 - (b) Geography
 - (c) Demographics
 - (d) Culture
 - (e) Events
 - (f) Attractions
 - (g) Library
 - (B) Local Resources
 - (a) Natural and historical resources
 - (b) Business and Nonprofit contacts
 - (C) Business Connections
 - (a) School supporters
 - (b) Grants

- (D) Call for Participation
 - (a) Volunteers
 - (b) Gather information/feedback from parents and community

Neither staff nor students may publish on the County's website personal pages or pages for individuals or organizations not directly affiliated with the County.

Website/Page Evaluation

Before releasing or publishing a website/page, the building principal, and the school technology coordinator, shall conduct a website/page evaluation to assess the following criteria: age appropriateness (appealing and readable); content (relevant, accurate, complete, objective, current, clear and concise, informative, appropriate, links working); intellectual property issues (sources cited; sponsoring organization identified [i.e. class, school, activity]; releases obtained); format (accessible, navigation, searchable, functional/useable, download speed, pages dated as to creation/updated).

Disclaimers

Links to the following disclaimers shall be utilized as appropriate on the County's Web pages:

1. Links: "Links to websites outside of the County or its server are included if they add information that may aid the user, and are included only as a public service. Every effort is made to verify that the links are educational in nature, and related to the County's educational mission, but the Internet is dynamic and volatile, and web pages can change suddenly and rapidly. It is not unusual to find information or images that are objectionable. Inclusion of a link does not constitute endorsement by the County of that site, or of any third-party sites to which it may be linked. The user is advised that once you leave the County's websites, even through links included on these pages, you may encounter inappropriate, illegal or inaccurate material. The County is not responsible for the content beyond its websites and County server(s), or for any fees associated with the use of an outside site. Proceed at your own risk."
2. Student Developed Web Pages: "All web pages created by students and student organizations on the County's computer system will be subject to treatment as school-sponsored publications. As such, the County reserves the right to exercise editorial control over such publications in accordance with County Policy."
3. Domain Name and Copyright: "The County has registered its domain name(s) for the purpose of exclusive Internet identification. The County asserts

copyright, trademark and/or other intellectual property rights in its domain name, County identification, County logo, and all content on the County's website(s). All rights are reserved. Outside parties, including parents, patrons, or outside organizations may not use County and/or school domain names in connection with the publication of web content. Under no circumstances shall any party use County and/or school domain names to promote political issues, causes or candidates."

4. General Disclaimer: "Information provided on the website carries no express or implied warranties as to accuracy, timeliness, or appropriateness for a particular purpose; in addition, the Board disclaims owner responsibility for content errors, omissions or infringing material, and disclaims owner liability for damages associated with user reliance on information provided at the site."
5. Events: "Visitors rely on information on the website at their own risk. Times and dates are subject to change and spectators or audiences are strongly encouraged to contact the school for the most recent schedule."

Examples of Disabilities and How they Affect People's Abilities to Perceive and Use Websites/Pages

Visual Disabilities

Blindness – People with no sight typically browse the Internet using voice output software or refreshable Braille hardware. Such devices "read" what is on the screen to the user.

Low vision – Individuals who have limited vision may use screen-enlarging software.

Color blindness – To perceive color differences on a computer monitor, individuals with color blindness need high contrast. Also, designers/developers/authors should be mindful of the forms of color blindness when choosing color schemes. Typical color blindness involves the inability to distinguish between red and green, blue and green, or blue and yellow; some people see black and white only.

Auditory Disabilities

Deafness – People who cannot hear, experience a website/page only through its text, graphics/images and video.

Hard of hearing – Individuals with limited hearing may use sound-enhancing peripherals.

Physical/Motor Disabilities

People with physical disabilities or limited motor skills may have difficulty with the following computer-related tasks:

- Detailed manipulation of input devices such as a mouse or roller ball.
- Holding down multiple keyboard keys simultaneously.

Cognitive/Language Disabilities

Typical problems for people who have cognitive disabilities or disabilities that affect their language skills include the following:

- Difficulty with spatial reasoning and/or visualization skills.
- Difficulty reading and/or understanding written text (e.g. persons with dyslexia).

Persons wanting to learn more about web accessibility standards and guidelines should consult the following Internet sources:

The Access Board (www.access-board.gov) - Federal agency dedicated to accessible design.

World Wide Web Consortium (www.w3.org) – organization developed "Web Content Accessibility Guidelines (WCAG) 2.0."

PART D: STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND
SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The County's Internet system has a limited educational purpose. The County's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the County's Internet system is in accord with its limited educational purpose. Student use of the County's computers, Network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, the Student Code of Conduct, and West Virginia Board of Education (WVBE) policies 2460 and 4373. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use of safety violations may result in revocation or suspension of that privilege. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to use the Internet to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work in the 21st Century.

The use of the electronic resources, technologies, and the Internet must be in support of education and consistent with the educational objectives and priorities of the West Virginia Board of Education (WVBE). Use of other Networks or computing resources must comply with the rules appropriate for that Network and copyright compliance. Users must also be in compliance with the rules and regulations of the Network provider(s) serving the County and its schools.

The Internet is a global information and communication Network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the County with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to

such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials prior to student use to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the Statewide infrastructure to provide Internet access for all Pre-K-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Filtering will be installed at the State level at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management and enable County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

The Board shall add other electronic filters at the local level for an additional level of filtering.

The Board will use technical protection measures to guard against (i.e., filter or block) access to obscene visual displays/depictions, child pornography, and other materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board and/or the Superintendent, the Technology Protection Measures may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measures may not be intentionally disabled at any time when students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked. The determination of whether material is appropriate or

inappropriate shall be based on the content of the material and the intended educational use of the material.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal Law, students shall receive education about:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. about the consequences of unauthorized access (e.g., "hacking")cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and Network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene materials, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

Students and staff members are responsible for good behavior on the Board's computers/Network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply, including the Student Code of Conduct. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers, and their guardians, assume personal responsibility and liability, possibly both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. All student use of Internet-related applications must be authorized by the educator.

The WVDE reserves the right to monitor, inspect, investigate, copy, review, and store, without prior notice, information about the content and usage of any Network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with Networks, e-mail use, and web-based tools.

Students shall not access social media for personal use from the Board's Network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Based upon the acceptable use and safety guidelines outlined in WVBE policy 2460, the State Superintendent, the WVDE and the WVNET system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States

Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

State Board policy 2460 – Safety and Acceptable Use of
the Internet by Students and Educators

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

PART E: STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The County's Internet system has a limited educational purpose. The County's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the County's Internet system is in accord with its limited educational purpose. Staff use of the County's computers, Network, and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and State Board policy 2460. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use of safety violations may result in revocation or suspension of that privilege. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of this personal files, e-mails, and records of their online activity while on the Network).

The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. Technology must be interwoven with educational improvements and reform to accomplish educational goals, increase student achievement and provide increased opportunities for lifelong learning. The Board encourages the staff to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.

The use of the electronic resources, technologies, and the Internet must be in support of education and consistent with the educational objectives and priorities of the West Virginia Board of Education (WVBE). Use of other Networks or computing resources must comply with the rules appropriate for that Network and copyright compliance. Users must also be in compliance with the rules and regulations of the Network provider(s) serving the County and its schools.

The Internet is a global information and communication Network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the County with computers and users worldwide. Through the Internet, students and staff can access up to date, highly relevant information that will enhance their learning and the

education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials prior to student use to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The West Virginia Department of Education (WVDE), approved service provider, and other State agencies operate the Statewide infrastructure to provide Internet access for all Pre-k-12 public schools. Pursuant to Federal law, the State has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. Filtering will be installed at the State level at the two (2) points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management and enable the County/schools to meet the Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

The Board shall add other electronic filters at the school level.

The Board will use technical protection measures to guard against obscene visual depictions, child pornography and other materials that are harmful to minors.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may disable the technology protection measures under the control of the Board to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs, as appropriate, in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and Network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities and

privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

Staff members are responsible for the use of the Board's computers/Network and the Internet in a manner consistent with this policy and its related guidelines. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the District's Network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules including the Employee and Student Code of Conduct for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The use and administration of Network servers for Internet connection within the County or school is the responsibility of the educator(s) and administrator(s) at the location of the server. It is their responsibility to ensure that all activities and/or functions of the server involve appropriate school activities. All administrative functions and/or file maintenance to the server are the responsibility of the educator/administrator at that location. At no point should a student be given administrative responsibilities for a server with a wide-area Network or Internet connection.

The West Virginia Department of Education (WVDE) and approved service provider(s) can only monitor those e-mail accounts issued to the "access.k12.wv.us" server, which is administered by WVDE and approved providers. The responsibility for any "non- access.k12.wv.us" e-mail accounts lies with the administrator(s) and/or educator(s) identified as responsible for those students using alternative e-mail accounts or the administrator(s) and/or educator(s) identified as responsible for the e-mail server being used.

All remote access to servers located at the County or school building and connected to a wide area Network and/or the Internet is the responsibility of the administrator(s) and/or educator(s) identified as responsible for the servers. Remote access of any kind is only to be used when specific educational goals have been identified and is not to be in direct competition with local Internet service providers. Additionally, all remotely accessed servers must not conflict with Federal, State and local guidelines for appropriate Internet access.

Those server administrators or technical contacts requesting domain names for local servers must apply to the WVDE through an application process. Those receiving a domain name must follow all guidelines detailed as part of the application process, including the adoption of a current safety and acceptable use policy.

The WVDE reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any Network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with Networks, e-mail use and web-based tools.

The WVDE's administrative information system (WVEIS) is to be used exclusively for the business of the organization. All information system data are records of the organization. The WVDE has reserved the right to access and disclose all data sent over its information systems for any purposes. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA).

For reasons of privacy, employees may not attempt to gain access to another employee's personal file of messages in the WVDE's information systems. However, the WVDE has reserved the right to enter an employee's information system files whenever there is a business need to do so.

Based on the acceptable use and safety guidelines outlined in WVBE policy 2460, the State Superintendent, the WVDE and provider(s) system administrators will determine what is appropriate use, and their decision is final. Also, the system administrator and/or local teachers may deny user access at any time.

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the County's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

State Board policy 2460

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76 F.R. 56295, 56303

PART F: ELECTRONIC MAIL

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all County staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it, is not meant to limit or discourage the use of e-mail for conducting the official business of the County, but rather, this policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail as an official business tool.

When available, the County's e-mail system must be used by employees for any official County e-mail communications. Personal e-mail accounts on providers other than the County's e-mail system may be blocked at any time due to concerns for Network security, SPAM, or virus protection. Furthermore, County staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the County's Network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

County staff shall not send or forward mass e-mails, even if the e-mails concern County business, without prior approval of the Superintendent or Technology Director.

County staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the County, provided these list serves or other e-mail services do not exceed the staff member's e-mail storage allotment. Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the County's Technology Director. Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the County's Technology Director or IT staff. The Technology Director is authorized to block e-mail from list serves or e-mail services if the e-mails received by the staff member(s) regularly exceed 20 megabytes.

Public Records

The County complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to County staff and Board members may be public records containing information relating to the conduct of the public's business, prepared, owned and retained by the District, or education records if their content includes personally identifiable, non-directory information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Federal, State and local Public Records Policies. E-mails that are

student records should be maintained pursuant to Federal, State and local Public Records Policies – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a Litigation Hold pursuant to Federal, State and local Public Records Policies – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to County staff and Board members by means of their private e-mail account may be public records if the content of the e-mails contains information relating to the conduct of the public's business, prepared, owned and retained by the District, or education records if their content includes personally identifiable, non-directory, information about a student. Consequently, staff shall comply with a County request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the County.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a Litigation Hold shall be retained.

E-mail retention is the responsibility of the individual e-mail user. E-mails sent or received using the County's e-mail service may only be retained for thirty (30) days on the server. This retention is for disaster recovery and not to provide for future retrieval. The County does not maintain a central or distributed e-mail archive of e-mail sent and/or received.

Unauthorized E-mail

The Board does not authorize the use of its proprietary computers and computer Network ("Network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to Network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the Network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the Network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the Network. The Board does not authorize

the harvesting or collection of Network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the Network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the Network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the Network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy, staff and Board members using the County's e-mail system shall acknowledge their review of, and intent to comply with, the County's policy on acceptable use and safety by signing and submitting Acceptable Use Form annually.

Furthermore, staff and Board members using the County's e-mail system shall satisfactorily complete training regarding the proper use and retention of e-mail annually.

SOURCE: Boone County Board of Education Policy 2460

LEGAL REFERENCE: WV State Board Policy

DATE APPROVED: February 12, 2002

DATE REVISED: June 19, 2012