

FCSC POLICY 4.27

INTERNET/COMPUTER ACCEPTABLE USE

Internet access is made available to students and staff by Fayette County School Corporation to provide the diverse technological resources afforded by the electronic communications.

With access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. FCSC has taken precautions to restrict access to controversial materials. As a part of these precautions, it is expected that the school's professional staff will supervise the students' use of the school Internet resources. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. Therefore, the Internet user must adhere to the following guidelines of efficient, ethical, and legal utilization of the network resources. If a FCSC user violates any of these provisions, his/her account will be terminated and future access may be denied.

The signature(s) on the Internet Use Permission Form is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

I. Internet – Terms and Conditions of Use

- a. Acceptable Use – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of an individual's account must be in support of education and research and consistent with the educational objectives of FCSC. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state, or local statute is prohibited. This includes, but is not limited to: copyrighted material, obscene, pornographic, sexually explicit, or threatening material protected by trade secret.
- b. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a FCSC staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the Internet system administrators may close an account at any time as the system administrators deem necessary. The administration, faculty, and staff of FCSC may request the Internet system administrator to deny, revoke, or suspend specific user accounts.
- c. Network Etiquette – Individuals are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 1. Be polite. Do not be abusive in messages to others.
 2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 3. Do not reveal personal address or phone numbers or personal addresses or phone numbers of students or colleagues.
 4. Electronic mail (e-mail) is not guaranteed to be private. Individuals who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. Do not use the network in such a way that would disrupt the use of the network by other users.
 6. All communications and information accessible via the network should be assumed to be private property.
 7. Do not respond to unsolicited on-line contact.

INTERNET/COMPUTER ACCEPTABLE USE (Cont'd)

- d. FCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. FCSC will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or an individual's own errors or omissions. Use of any information obtained via the Internet is at your own risk. FCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- e. Security on any computer system is a high priority, especially when the system involves many users. If an individual feels s/he can identify a security problem on the Internet, that individual must notify an Internet system administrator or FCSC Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- f. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or to destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.
- g. Individuals are specifically prohibited from using the school's computers or Internet's resources to:
 - 1. Access, download, or distribute pornographic, obscene, or sexually explicit material.
 - 2. Access another person's materials, information, or files without that person's permission.
 - 3. Infringe on copyright or plagiarize materials.
 - 4. Transmit obscene, abusive, or sexually explicit language.
 - 5. Violate any local, state, or federal law.
 - 6. Vandalize, damage, alter, or disable property.
 - 7. Access Internet-based e-mail services or any e-mail account that has not been assigned by the school district.
- h. The Federation shall have the right to use the FCSC e-mail system for Federation business. Except for Federation elections, political campaign materials shall not be sent through the FCSC e-mail system.

CREATION AND MAINTENANCE OF INTERNET WEB PAGES

Information may only be placed on official district and/or school web pages if it meets the following general requirements:

- The information has been carefully reviewed and approved by the administration
- The information is an accurate and factual representation of official school and/or Board policies, programs, and positions. No personal, non-education related material may be placed on official district and/or school web pages.
- The information does not contain any confidential material or other material in violation of laws, regulations, or established Board policies. Copyrighted material may not be used without appropriate permission.
- The information is written so that it can be clearly understood and meets proper standards of grammar, spelling, punctuation, etc.
- The information is reviewed on a regular basis to ensure that it remains accurate and up-to-date.

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Each web page must contain the following information:

- I. Author's name;
- II. Author's e-mail address;
- III. Publisher's name and e-mail address;
- IV. Title that appropriately describes the content of the page;
- V. Well edited text including correct spelling and grammar;
- VI. Factually correct information; and
- VII. References if the web page is a research document.

No webpage may contain:

- I. Inappropriate material or links to inappropriate material;
- II. Links to resources that do not exist;
- III. E-mail addresses of students;
- IV. Pictures of students identified by last name, address, phone number, social security number, or other personal identification;
- V. Material that is not in compliance with the district web page policy; or
- VI. Any graphics or information that are in violation of copyright laws.

No webpage may:

- I. Use abusive, obscene, or other inappropriate language, or send/display offensive messages or pictures;
- II. Be used to harass, insult, or attack others;
- III. Be used for commercial purposes;
- IV. Reveal anyone's home address/phone number; or
- V. Violate school district policies.

Violation of this policy may result in permanent revocation of the employee's Internet/e-mail and/or computer privileges and may result in disciplinary action for the employee up to and including discharge. If a criminal act may have been committed, the results of the investigation will be turned over to the appropriate authorities.

Legal References: IC 20-33-8-12

IC 35-43-1-4

IC 35-43-2-3

Related Documents: Appendix – 4.27 A Guidelines for Student Use of the Internet
Appendix – 4.27 B Student Use Agreement

Revised &/or Adopted: 6/8/99, 5/9/00, 5/08/01, 6/13/06, 5/12/09

Electronic Communication - Staff

The Board expects all employees to act in a professional and considerate manner in their communications with and about other corporation employees.

Staff shall not post negative information about specific incidents arising out of the staff member's job duties, or post negative or unprofessional information about other staff members on Facebook, MySpace, web-sites, blogs, or other electronic media whether identified by name, address, or incident. Staff who participates in social networking websites (like MySpace or Facebook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom or other school activities, or constitute an interference with school purposes. This determination will be made by the Superintendent or Principal.

Staff shall not communicate about specific classroom or extra-curricular incidents involving students through Facebook, MySpace, web-sites, blogs, or other electronic media whether identified by name, address, or incident without the express written permission of the student's parent and the Principal or the Principal's designee.

Fraternization with students using Facebook and similar internet sites or social networks or via cell phone, texting or telephone is prohibited.

Staff may communicate with students via email, Facebook, MySpace, Twitter, telephone, and similar electronic means and forums, provided such communications are professional in content and tone, and relate to the staff member's professional responsibilities. All e-contacts must be made through the school computer and telephone system, except in the case of emergencies.

However, staff members who have a family, or youth organization, sports team, community organization, religious institution, or similar group affiliation relationship with a student may communicate with such student through electronic media in a manner that is lawful and appropriate to such family or group relationship.

Access of social networking websites for individual use during school hours is prohibited.

Employees, faculty and staff should not give personal social networking website passwords to students.

Violation of this policy may result in disciplinary action, up to and including termination.

Electronic Communication - Staff(Cont'd)

CYBERBULLYING

- I. The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by staff members is prohibited and will not be tolerated.
- II. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person's true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.
- III. Any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff will refrain from using personal communication devices or district property to harass or stalk another staff member or students.
- IV. The administration will take any report of cyberbullying seriously and will investigate reports promptly. Staff members are encouraged to report an incident immediately to a principal or supervisor who will take appropriate action.
- V. Staff members who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a staff member may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
- VI. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. The school corporation may also report individuals to law enforcement if necessary.

SEXTING

- I. Sexting is prohibited. Sexting for purposes of this policy is defined as using a cell phone, or other electronic or personal communication device to send text or email messages, or to knowingly possess text or email messages, or disseminate, transfer or share images or messages reasonably interpreted as indecent, sexually suggestive, lewd, obscene, or pornographic.
- II. In addition to taking any disciplinary action up to and including suspension or dismissal, cell phones or other personal communication devices will be confiscated.
- III. Staff members should be aware that sending or possessing any images or messages suspected of violating criminal laws will be referred to law enforcement authorities. Sexting may constitute a crime under federal and/or state law. Such conduct engaged in by a staff member may result in arrest, criminal prosecution and inclusion on sex offender registries.

Revised/Adopted 4/17/12