

INTERNET SAFETY/ACCEPTABLE USE POLICY

(for Cache Public Schools)

Internet access is a privilege offered each academic year to the staff and students at Cache Public Schools. With this learning tool, students and staff must understand and practice safe and acceptable uses. This policy requires that all Internet resources be used consistently with district adopted guidelines to support and enrich the curriculum.

Introduction

It is the policy of Cache Public Schools to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children’s Internet Protection Act; and
- (e) comply with the Protecting Children in the 21st Century Act by educating minors about Internet safety and appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. Annually, Cache Public Schools will train students using widely accepted resources (such as: www.onguardonline.gov and www.common sense media.org) to ensure compliance.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information by both students and staff. Cache Public Schools currently uses a filtering service provided by NewNet 66 to block inappropriate content.

Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors (as required by and defined in the Children’s Internet Protection Act) .

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Cache Public Schools’ designated Administrative and/or Information Technology staff representatives.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of Cache Public Schools’ online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision & Monitoring

It shall be the responsibility of Cache Public Schools’ designated staff at each district location to educate about appropriate Internet use, and to supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Cache Public Schools’ designated staff at each location will provide age-appropriate training for any students who use Internet facilities. The training provided will be designed to promote Cache Public Schools’ commitment to:

- (a) The standards and acceptable use of Internet services as set forth in Cache Public Schools’ Internet Safety Policy;
- (b) Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while online, on social networking web sites, and in chat rooms; and
 - iii. cyber bullying awareness and response.
- (c) Compliance with the E-Rate requirements of the Children’s Internet Protection Act.

Each student should acknowledge that he/she understands appropriate online behavior and will follow the provisions of the district's Internet Safety/Acceptable Use Policy.

Internet & Network Use Expectations

1. Use of Cache Public Schools' Internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects.
2. Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to school staff.
3. Cache Public Schools is not responsible for unauthorized financial obligations resulting from use of the Internet.
4. Use of Cache Public Schools' Internet access for unauthorized commercial use and/or financial gain of the user is prohibited.
5. Users storing information on district diskettes, hard drives, or servers do so at their own risk.
6. Users will respect the legal protection of all programs, data, and documents provided by copyright, trademark, licenses, and other laws.
7. All users will use Cache Public Schools' services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:
 - (a) wide scale distribution of messages to forums or mailing lists unrelated to current classroom topics;
 - (b) propagation of computer viruses or worms;
 - (c) use of the network to make unauthorized entry into other networks or host systems.
8. Vandalism and harassment will not be tolerated. Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Cache Public Schools' networks, or any other networks. This includes but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited Email.
9. Cache Public Schools' computer system may not be used for illegal or criminal purposes.
10. Obstructing other users work by consuming excessively large amounts of system resources (e.g., disk space, downloading music files, PC time) or by deliberately crashing machines will not be tolerated and is subject to discipline.
11. Users will not attempt to gain unauthorized access to district systems or any other system through the computer system. Users will also not attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user.
12. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the access to a school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation.

No Expectation of Privacy

1. By authorizing use of Cache Public Schools' Internet networks, the district does not relinquish control over materials on the network or contained in files on the system. Users should not expect privacy regarding contents of personal files on the district network.
2. Routine maintenance and monitoring of the district's computer system may lead to a discovery that a user has violated a policy of the law.
3. The telecommunication and Internet network is owned and operated by Cache Public Schools for the expressed use of staff and students in education-related activities. The district retains the right to monitor activity of users consistent with the law.
4. Data maintained on the Cache Public Schools' system may be subject to review, disclosure or discovery under Oklahoma law.

Electronic Mail (E-Mail)

Student use of Email to facilitate classroom projects and assignments designated by a teacher or other district staff is acceptable. However, prior to a student's use of Email accounts on the district's network, a signed permission slip must be on file. Like other forms of communication, it is expected that Email messages will follow basic rules of courtesy consistent with Cache Public Schools' Student Handbooks.

Publishing Online

1. Students should not be readily identifiable from any materials they publish on the Internet (e.g., only the student's first name should be used for any work published online).
2. Pictures that are a part of any student publishing should not include identifying information and under no circumstances should the student's home address or telephone number be included.
3. The project-sponsoring staff member will review all student web content prior to authorizing publication, to ensure compliance with this policy.

Social Networking

Social networks are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Each user is responsible for their behavior when communicating with social media. All users will be held accountable for the content of the communications that they post via social media. Users may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others. Inappropriate communications may not be included in users' social media, including but not limited to:

- (a) confidential, personally identifiable, and sensitive school district information about students, employees, and guests;
- (b) child pornography, sexual exploitation, bullying/cyber bullying;
- (c) defamatory or discriminatory statements and images;
- (d) proprietary information of the school district and/or school district's vendors;
- (e) infringed upon intellectual property, such as copyright ownership, and circumvented technology protection measures;
- (f) terroristic threats; and
- (g) illegal items and activities.

Permission to Use Internet

The educational value to be gained from proper Internet use is the joint responsibility of students, parents, and employees of Cache Public Schools. A permission form acknowledging the Internet Safety/Acceptable Use Policy must be signed by each student and a parent/guardian of the student and returned to Cache Public Schools.

Limitation of School District Liability

Use of Cache Public Schools' computer and Internet systems is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives, or servers. The district will not be responsible for financial obligations arising through unauthorized use of the district's network. The school district reserves the right to bring criminal charges and/or a civil lawsuit against a school employee or student that violates the law or this policy for any damages suffered by the school district. If a school employee or student intentionally contracts a virus or otherwise damages the school's computer system, they will be held responsible for the damages caused by such use, or the costs to repair. Internet content may be used against school employees or students in any disciplinary proceedings. The district does not promise that any particular level or method of access will be given or continued and retains authority to qualify, limit or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by Cache Public Schools' employees and students. The network is monitored electronically.

Adoption

This Internet Safety Policy was adopted by the school board of Cache Public Schools at a public meeting, following normal public notice, in June 2012.

Individual users of the district's computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications as outlined in Cache Public Schools' Student Handbooks shall apply to all students. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

References: *Internet Safety Policies and CIPA* (prepared by E-Rate Central)

Approved: June 2012 by School Board – Cache Public Schools