

ACCEPTABLE USE AND INTERNET SAFETY FOR INFORMATIONAL AND EDUCATIONAL TECHNOLOGY

The Dayton Public School District realizes that technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

The use of computers and other District network or online devices/services support learning and enhance instruction, as well as assist in administration. Electronic networks allow people to interact with many computers and other resources; the internet allows people to interact with hundreds of thousands of networks and individuals around the world.

Information and Communication Technology (ICT) and Social Media Usage

ICT and social media are recognized technologies that enable the District and students to share information in a timely, relevant manner across numerous platforms. As mediums continue to evolve, the District recognizes the importance of finding new ways to communicate with families, students, the community and other stakeholders, while remaining mindful of its obligation to uphold regulations regarding student privacy, internet safety and Board policies.

Social media is to be used within the district as another tool for effective two-way communication. Any site representing the District as a whole will be created and maintained by the Public Information Office or other Superintendent designee; no other entity shall purport to officially represent the District in this capacity.

Social media shall be used:

- 1) To promote the District in a positive manner;
- 2) To share District news and information in a timely and relevant fashion;
- 3) To encourage two-way communication between the District and the public; and
- 4) In ways that are not in violation of policies regarding student safety (see also JM).

Social Media Interactions

To maintain a more formal staff-student relationship, district employees shall not “friend” current students on social networking sites such as Facebook and MySpace (except when that employee is a relative or legal guardian of the student).

Assume that nothing posted online, in any capacity, is private. When putting something online, use the “Front Page Test” - would this post/picture/information be embarrassing, slanderous or threatening if it ended up on the front page of tomorrow’s newspaper?

Social Media Privacy

Use of Facebook, Twitter or other social media sites: It is recommended that students and staff keep privacy settings to “Only Friends,” or to personally approve friends and followers.

DPS employees are not permitted to post pictures of students with personally identifying information, and students are not to be “tagged” in photos without explicit permission from the student’s parent/guardian.

Other district guidelines and policies regarding disclosure of student record information must be adhered to when using a personal account, including posting of student photographs, names of students and personally identifiable information.

Social Media Usage

Staff and students should use only approved social media sites while utilizing the district’s network. Approved sites are authorized by their educational content and have been vetted through the district’s Software/Hardware Review Process. Staff who seek to use these and other restricted sites as part of the educational process should contact the Office of Information Technology for assistance.

When using social media:

- a) do not create content (posts, message responses, tweets, photo manipulations, etc.) that portray the district or an individual in an obscene, defamatory or libelous way.
- b) be transparent and honest in your online interactions. Do not post anonymously. If you are identified as a district employee, be sure to mention your views and opinions are your own and do not represent the district as a whole.

All technologies are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user’s access privilege.

Unacceptable uses of the district’s computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students’ and employees’ rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites or applications (aka “apps”) for non-educational purposes;
4. reposting (forwarding) personal communication without the author’s prior consent;

5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. “hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material;
9. unauthorized downloading of freeware or shareware programs and all copyrighted material, including music, videos, and applications (aka “apps”);
10. sending or forwarding chain letters or “spam” to a large group of users; and
11. storage of “personal files” including pictures, jokes, videos, games, apps, and other recreational software.

The Superintendent, or his/her designee, shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or a sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals and

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form.

Search and Seizure

Students and employees should have no expectation of privacy with respect to the use of any district Information Communication Technology. Violations of District regulations, disciplinary code or the law may result in severe penalties, including, but not limited to termination of employees or expulsion of students.

Routine maintenance and monitoring of ICT systems may lead to discovery that the user has or is violating the District Acceptable Use Regulations, the Student Code of Conduct or the law.

An individual search is conducted if there is reasonable suspicion that a user has violated the law or the disciplinary code. The nature of the investigation is reasonable and in the context of the nature of the alleged violation.

District employees should be aware that their personal files might be discoverable under state public records laws.

[Adoption date: August 5, 2009]

[Re-adoption date: June 21, 2011]

[Re-adoption date: August 21, 2012]

[Anticipated re-adoption date: December 16, 2014]

LEGAL REFS.: U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's internet Protection Act; (P.L. 106-554, HR 4577, 2000,
114 Stat 2763)

ORC 1329.54 through 1329.67
3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination/Harassment
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
GBCB, Staff Conduct
GBH, Staff-Student Relations (Also JM)
IB, Academic Freedom
IIA, Instructional Materials
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Employee Manual
Student Handbooks

NOTE: The Children's Internet Protection Act (CIPA) requires school districts that receive federal funds to purchase computers, direct access to the internet under the Elementary and Secondary Education Act or receive federal universal e-rate service discounts and internet connections services under the Communications Act to adopt, implement and maintain computer use policies that address these issues:

- 1. material deemed as harmful to minors on the internet and World Wide Web;*
- 2. access by both adults and minors to visual depictions that are obscene, child pornography on the internet and World Wide Web;*
- 3. safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;*
- 4. unauthorized access, including "hacking" and other unlawful activities by minors online;*
- 5. unauthorized disclosure, use and dissemination of personal information regarding minors and;*
- 6. measures designed to restrict access to materials deemed "harmful to minors" and*
- 7. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.*

The District must create a plan for educating students concerning appropriate online behavior; this plan is separate from the policy manual. The FCC has provided resources including OnGuardOnline.gov to aid districts in developing local plans.

In addition, the popularity of social networking websites has made it necessary for administrators to address the access of these sites on district property. Specific language restricting use, along with the disciplinary penalties imposed on offenders, should be placed in staff and student handbooks.

It is important to note that the FCC recognizes that while some individual Facebook and MySpace pages could potentially contain material harmful to minors social networking websites are not per se harmful to minors, and therefore do not automatically have to be blocked. This decision is left up to the District's discretion.

Additional policy language addressing social networking is found in GBH (Also JM), Staff-Student Relations and IIBH, District Websites.

Additionally, the Board shall make a local determination as to what is classified "inappropriate for minors" in line with the current definition.

In report 11-125, FCC adopted the following definition of minor; "any individual who has not attained the age of 17 years." All E-rate program participants must use this definition of minor for the purpose of this topic.

The District internet safety policy must be made available to the FCC upon request.

THIS IS A REQUIRED POLICY