

## SELECTION OF INSTRUCTIONAL MATERIALS

### I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the South Page Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
  - 1. The superintendent will inform the committee as to their role and responsibility in the process.
  - 2. The following statement is given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*

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### II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex - Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

### III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.



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1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
  - a. To acquire materials and provide service consistent with the demands of the curriculum;
  - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
  - c. To effectively guide and counsel students in the selection and use of materials and libraries;
  - d. To foster in students a wide range of significant interests;
  - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
  - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
  - g. To encourage life-long education through the use of the library; and,
  - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
2. Materials selected are consistent with stated principles of selection. These principles are:
  - a. To select material, within established standards, which will meet the goals and objectives of the school district;
  - b. To consider the educational characteristics of the community in the selection of materials within a given category;
  - c. To present the racial, religious and ethnic groups in the community by:
    1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
    2. Placing no constraints on individual aspirations and opportunity.
    3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
    4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
  - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
  - e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
  - a. Authority-Author's qualifications - education, experience, and previously published works;
  - b. Reliability:
    1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.

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2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
  1. Vocabulary:
    - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
    - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
  2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
  1. Book
    - a. Adequate and accurate index;
    - b. Paper of good quality and color;
    - c. Print adequate and well spaced;
    - d. Adequate margins;
    - e. Firmly bound; and,
    - f. Cost.
  2. Nonbook
    - a. Flexibility, adaptability;
    - b. Curricular orientation of significant interest to students;
    - c. Appropriate for audience;
    - d. Accurate authoritative presentation;
    - e. Good production qualities (fidelity, aesthetically adequate);
    - f. Durability; and,
    - g. Cost.
  3. Illustrations of book and nonbook materials should:
    - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
    - b. Make clearly apparent the identity of minorities;
    - c. Contain pertinent and effective illustrations;
  4. Flexible to enable the teacher to use parts at a time and not follow comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
  1. Bibliographies.
  2. Glossary.
  3. Current charts, maps, etc.
  4. Visual aids.
  5. Index.
  6. Special activities to stimulate and challenge students.
  7. Provide a variety of learning skills.



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g. Potential use:

1. Will it meet the requirement of reference work?
2. Will it help students with personal problems and adjustments?
3. Will it serve as a source of information for teachers and librarians?
4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
6. Will it help students and teachers keep abreast of and understand current events?
7. Will it foster and develop hobbies and special interest?
8. Will it help develop aesthetic tastes and appreciation?
9. Will it serve the needs of students with special needs?
10. Does it inspire learning?
11. Is it relevant to the subject?
12. Will it stimulate a student's interest?

4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.

5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.



## INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
Iowa Code §§ 279.8; 280.3, .14; 301 (2013).  
281 I.A.C. 12.3(12).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials  
901.1 Public Examination of School District Records





## OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials. Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.

*Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain instructional material or check out certain library materials. For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the students' class by the teacher of record. Instructional materials does not include lesson plans.*

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2013).  
281 I.A.C. 12.3(12).

Cross Reference: 213 Public Participation in Board Meetings  
402.5 Public Complaints About Employees  
602 Curriculum Development  
605 Instructional Materials

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## INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of a combination of community members and licensed employees as detailed in 605.3R1. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for meaningful discussion of disparate views. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

The committee may, at its discretion, hear an oral presentation from the complainant to the committee to expand and elaborate on the complaint. The committee may listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.



RECONSIDERATION OF INSTRUCTIONAL MATERIALS

RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY:

DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self

Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_



RECONSIDERATION OF INSTRUCTIONAL MATERIALS.

8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

\_\_\_\_\_ Minutes.

\_\_\_\_\_ No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

REQUEST TO PROHIBIT A STUDENT FROM CHECKING OUT SPECIFIC LIBRARY  
MATERIALS

Request to prohibit a student from checking out certain library materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY DATE \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Name of affected Student \_\_\_\_\_

Requester's Relationship to Student (must be parent/legal guardian) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT: Author

Hardcover Paperback Other Title

Publisher (if known)

Date of Publication

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Title

Producer (if known)

Type of material (filmstrip, motion picture, etc.)

Dated Signature





REQUEST TO PROHIBIT A STUDENT FROM ACCESSING SPECIFIC INSTRUCTIONAL  
MATERIALS

Request to prohibit a student from checking out certain instructional materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY \_\_\_\_\_ DATE \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_\_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Name of affected Student \_\_\_\_\_

Requester's Relationship to Student (must be parent/legal guardian)

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type \_\_\_\_\_ of \_\_\_\_\_ material \_\_\_\_\_ (filmstrip, \_\_\_\_\_ motion \_\_\_\_\_ picture, etc.) \_\_\_\_\_

\_\_\_\_\_  
Dated\_\_\_\_\_  
SignatureApproved 08/07/2023Reviewed 08/07/2023Revised 08/07/2023



## Reconsideration of Instructional Materials Regulation

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. While the individuals recommending the selection of such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

1. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.

2. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.

- a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

- b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

- c. The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

### B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Forms.

3. The individual will state the specific reason the instructional or library material is being challenged. The Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.



4. The building-level principal will promptly file the objection with the Superintendent for re-evaluation.

5. The Superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.

6. The committee will make their recommendation to the Superintendent within five school days of meeting.

7. The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.

8. An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.

9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.

10. The Reconsideration Committee

a. The reconsideration committee is made up of eight members.

(1) One licensed employee designated annually, as needed, by the superintendent.

(2) One teacher-librarian designated annually by the superintendent.

(3) One member of the administrative team designated annually by the superintendent.

(4) Three members of the community appointed annually, as needed, by the board.

b. The committee will select their chairperson and secretary.

c. The committee will meet at the request of the superintendent.

d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

e. The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting is made public through appropriate communication methods as required by law.

f. The committee will receive the completed Reconsideration Request Form from the superintendent.

g. The committee will determine its agenda for the meeting which may include the following:

(1) Distribution of copies of the completed Reconsideration Request Form.

(2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.

(3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.

(4) Distribution of copies of the challenged instructional material as available.

h. The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

i. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.

j. The individual filing the challenge is kept informed by the Superintendent of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.

k. Following the superintendent's decision with respect to the committee's recommendation, the individual may appeal the decision to the board for review.

l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.14	<u>Uniform School Requirements - Administrators</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code 279.74	<u>Powers and Duties - Specific Defined Concepts</u>

<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>

#### **Cross References**

<b>Code</b>	<b>Description</b>
213	<u>Public Participation in Board Meetings</u>

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## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, electronic devices and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(12), 12.5(4), .5(10).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved

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## SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy, "Instructional Materials Selection." *The district may provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website.* Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials for the acceptance of gifts, and for the weeding of library and instructional materials.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301 (2013).  
281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

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## INTERNET – APPROPRIATE USE

The district recognizes the importance of developing students into agile learners who are capable of addressing the complex needs of our future workforce. For this reason, the district has prioritized making available technology and programs that teach students to embrace modern technology and tools while fostering a secure learning environment for students to the extent reasonable. Because technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students. The student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail messages at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. Students who attempt to bypass school firewall web filters may be subject to disciplinary action.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to: safety on the Internet, appropriate behavior while online, on social networking web sites, and in chat rooms and cyberbullying awareness and response
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

In compliance with the federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

INTERNET – APPROPRIATE USE

*Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22#2-April 17, 2012 and 14#4-July 6, 2001.*

Legal References: Iowa Code § 279.8 (2013).

Cross References:     104     Anti-Bullying/Harassment  
                             502     Student Rights and Responsibilities  
                             506     Student Records  
                             605.5   School Library

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# South Page Community Schools

## LAPTOP COMPUTER USE AGREEMENT (Grades 5-12) STANDARDS OF PROPER CARE (Grades PK-12) ACCEPTABLE USE POLICY (Grades PK-12)

### Laptop Computer Use Agreement

This agreement is made effective upon receipt of computer, between the South Page Community School District (SPCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at South Page Community School District, hereby agree as follows:

#### **1 - Equipment**

**1.1 Ownership:** SPCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, South Page administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Substitution of Equipment:** In the event the Computer is inoperable, SPCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will always be available. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

**1.3 Responsibility for Electronic Data:** The Student is solely responsible for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

#### **2 - Damage or Loss of Equipment**

**2.1 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the incurred damages

**2.2** SPCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.



- Using the equipment in an unsafe manner.

**Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement if the loss is determined to be the result of gross negligence.

**2.3 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Building Principal. If the Computer is stolen or vandalized while not at SPCSD or at a South PageES sponsored event, the Parent shall file a police report

**2.4 Technical Support and Repair:** SPCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

### 3 - Legal and Ethical Use Policies

**3.1 Monitoring:** SPCSD will monitor computer use using a variety of methods - including electronic remote access to the school's network - to assure compliance with SPCSD's Legal and Ethical Use Policies.

**3.2 Legal and Ethical Use:** All aspects of SPCSD Computer Use Policy remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

#### 3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).

#### Standards for Proper Computer Care

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

#### **Your Responsibilities:**

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to SPCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended

and unlocked equipment, if stolen - even at school - it will be your full financial responsibility.

- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to SPCSD School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask a Teacher, Building Principal or the Superintendent.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the Building Principal.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean.

### **Carrying the Computer**

- Do not grab and squeeze the Computer, as this can damage the screen and other components

### **Responsibility for Property**

Students issued a laptop are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen - even at school - will be the student's responsibility.



## **Discipline**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate File Sharing or Downloading rules may have their computers scrubbed and reset to original factory settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

## **Legal Issues and Jurisdiction**

Because SPCSD owns and operates the equipment and software that compose our network resources, SPCSD is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of SPCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate incidents even if they happen after hours and outside of school. As the owners of our network resources, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy and may include legal action if deemed necessary.

## **Disclaimer**

SPCSD does not have control of the information on the Internet or incoming email, Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the South Page Community School District. While SPCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At SPCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, SPCSD account holders take full responsibility for their access to SPCSD's network resources and the Internet. Specifically, SPCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

## **Acceptable Use Agreement and Network User Agreement**

### **1 – General Statements Regarding Technology Use**

The primary goal of SPCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. The following is a list of rules and guidelines that govern the use of SPCSD network resources.

*Network Resources* refers to all aspects of SPCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of SPCSD's network resources whether this access occurs while on or off campus.

#### **Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for

violations.

- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered hacking);
- to install any software onto SPCSD computers; to copy SPCSD school software (copying school owned software programs is considered theft).

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

## **2 - Acceptable Use of Computers and Network**

This Acceptable Use Agreement is intended to provide Internet and computer access to students and staff of the South Page Community School District and is to encourage educational excellence through use of electronic resources and encourage familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades PK-12. Students in Grades PK-4 will only use computers under direct supervision by a district employee.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The district recognizes many sites have educational uses, while others do not. The district wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using district network computers, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the district. A user has access to his/her account and hardware. The district owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended without notice. The district trusts assigned users to make responsible use of computing resources. Approved visitors who use the district's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use district technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. South Page Community School District reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using district technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the South Page School district resources and Internet access.



### **3 - Ownership**

South Page School District provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the district. These resources include the access and use of the district's Google Domain Documents and e-mail system and the district's computer network.

The district owns all hardware, software, user accounts, and email accounts. The district allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school email accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if district hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the district and to promote educational excellence in the school. The district has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track computer usage, system information, and remotely observe and manage network technology.

### **4 - User Rights and Responsibilities**

1. The district provides students, staff and other users with access to the district's technologies. However, this use is a privilege and is not to be considered a guaranteed right.
2. Each user assumes full responsibility for their actions while using school-owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.
3. Students should never use teacher computers without that teacher's permission and supervision.
4. Each user is to notify the Building Principal if he/she believes others know their password and if any user files have been altered. A student that shares their passwords will be considered responsible for any results of such use.
5. A Network/Internet User Form needs to be read and signed at the beginning of each school year for grades PK-12 before students will be allowed to use district's technology resources. All new students to the district will need to sign a Network/Internet User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must also sign this form before use is allowed. Access can be removed at any time and a new Network/Internet User form will need to be submitted.
6. For 5-12 grade students who are receiving a laptop, a signed Student Laptop Program Acknowledgement Form must be on file prior to that student receiving their assigned laptop computer.
7. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords.



## **5 - District Rights and Responsibilities**

1. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
2. All software/hardware purchases need approval of the Principal and Superintendent.
3. South Page Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored in users' folders, check Internet histories and cache files, observe users screens, read email if deemed necessary, and block what the district considers inappropriate sites.
4. Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated.
5. The district technology staff routinely monitors and performs maintenance on email, network, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
6. If a user is found in violation of this agreement, another school district agreement or law, school district officials ~~will~~ may conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.
7. Students are not to bring software from home to install on district hardware. The district provides all reasonable software. Students are not to download or install software without the knowledge and approval of the Building Principal.

## **6 - District Google Documents and Email Accounts**

1. School Google documents and email accounts will be accessed using the district supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the district. The district purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the Building Principal.
2. The South Page Community School District will grant Google documents and email accounts to all staff and students. This account is owned by the district and can be closed at any time. Staff and other users leaving the district will have their accounts suspended as of their final contract day unless other arrangements are made.
3. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use other people's accounts, or allow others to use their account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.
4. Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.
5. With regards to personal email use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is

allowed providing such use does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate district agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.

6. E-mail use should reflect professional standards at all time.
7. All e-mail generated on system equipment, created using a South Page district e-mail account, or residing on a school district computer or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
8. All email content is understood to represent the author's point of view and not that of the school district.

### **7 - Appropriate Use**

All computer services shall be used in a responsible, efficient, ethical, and legal manner.

Each user is expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- a. Be polite. Any form of cyber bullying or harassment will not be tolerated.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. We expect all users to obey Federal, State, and Local laws.
- e. Do not use the network in such a way that disrupts the use of the network by other users.
- f. All users are expected to know and follow all copyright laws.
- g. Do not bypass the school's web filter or individual computers.

**\*\*Violation of these expectations will lead to consequences determined by the building administrator. South Page Schools reserve the right to administer additional consequences at the discretion of the administration.**

The South Page Community School district uses web filtering hardware/software and firewalls as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in grades PK-12. If a user encounters inappropriate material via the internet or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. South Page Community School District will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator.

### **8 - Network Access and Personal Storage**

Individual student access to on-line resources and network services is a privilege granted to students at South Page Community School District. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their information storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall



be conducted in the presence of at least one other person.

## **9 – Internet Safety Policy (Developed by E-Rate Central)**

### ***Introduction***

It is the policy of South Page CSD 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; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## ***Definitions***

Key terms are as defined in the Children's Internet Protection Act.

### **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.

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

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.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the South Page CSD 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.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the South Page CSD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

### **Adoption**

The Board of South Page CSD adopted this Internet Safety Policy at a public meeting, following normal public notice, on (6-11-2012).

### **CIPA definitions of terms:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means 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 sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

\_\_\_\_\_ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of \_\_\_\_\_ or the balance of the school year.





## INTERNET – APPROPRIATE USE REGULATION

### I. Responsibility for Internet Appropriate Use.

1. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
2. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
3. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

### II. Internet Access.

1. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
2. Students will be able to access the Internet through their teachers. Individual internet-based collaboration software student accounts and electronic mail addresses may be issued to students.
  - Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
  - It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  - The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
  - To promote accountability, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
  - Transmission of material, information or software in violation of any board policy or regulation is prohibited.
  - System users will follow district cybersecurity policy and procedures to ensure network security.
  - The school district makes no guarantees as to the accuracy of information received on the Internet.

### III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

### IV. Student Use of the Internet.

1. Equal Opportunity - The Internet is available to all students within the school district through teacher access.

## INTERNET – APPROPRIATE USE REGULATION

## 2. On-line Protocol.

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
- Students should adhere to on-line protocol:
  1. Respect all copyright and license agreements.
  2. Cite all quotes, references and sources.
  3. Remain on the system long enough to get needed information, then exit the system.
  4. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through (*the supervising teacher's account/their own account*). Students should adhere to the following guidelines:
  1. Others may be able to read or access the mail so private messages should not be sent.
  2. Delete unwanted messages immediately.
  3. Use of objectionable language is prohibited.
  4. Always sign messages.

## 3. Restricted Material.

- Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

## 4. Unauthorized Costs.

- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

## V. Student Violations--Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of \_\_\_\_\_ at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of \_\_\_\_\_.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for \_\_\_\_\_ or for the balance of the school year.