

PANORAMA COMMUNITY SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY

The district encourages the appropriate use of technology-based tools and information resources by students. These district-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations. Access to district networks and electronic information resources is a privilege, not a right, and will be provided for the student as is appropriate to the school building and grade level.

Students may be given access to internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages.

Parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator. **If for any reason a parent or guardian does not want his/her student to have internet access, then he/she must provide written notice to the school.** An Internet Use Opt-out form will be made available at each building for this purpose.

Students will be provided specific, written guidelines to follow when using district telecommunication tools, networks, software, computers, the internet, and other technology resources. Violation of these guidelines will result in consequences including, but not limited to, loss of access to district technology resources. Students taking a computer-based class may be dropped from the course, if applicable. Depending upon the severity of the infraction, other consequences may be imposed.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district cannot be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Panorama Community School District, its administrators, teachers or staff.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Panorama Community School District staff to educate, 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.

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

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The building administrator or designated representatives will provide age-appropriate training for students who use the Panorama Community School District's Internet facilities. The training provided will be designed to promote the Panorama Community School District's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Panorama Community School District's Internet Acceptable Use and Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. The district Director of Technology or his/her designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the director or their designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The director or their designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity.

Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district technology director, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

Legal Reference: Iowa Code § 279.8(1995)

Cross Reference: 502 Student Rights and Responsibilities
 506 Student Records
 605.5 Media Centers

Related Administrative Rules & Regulations: