

Lancaster Community School District

Instruction

STUDENT INTERNET/EMAIL USE

The Internet

The Internet is an international network of computer networks providing access to educational, commercial, governmental, and recreational resources. The Internet is an additional means of research and communication and is often called "the information superhighway." To search the Internet, users need a computer, modem, telecommunications software, a telephone line, and an account with an Internet Service Provider. Students can find very current information not yet available in books or on CD ROMs, such as statistics on earthquakes, which occurred in the last 24 hours. They can find current information on news, weather, sports, stock quotes, court decisions, encyclopedias, careers, job openings, and colleges. They can take virtual field trips to museums such as the Smithsonian or the Louvre in Paris, France. Students can talk to other students, scientists, authors or resource people anywhere in the world.

Internet Training

District students shall receive training in the use of the Internet, including their rights and responsibilities, safety guidelines, and evaluation of resources, before going on-line. Other programs and/or tests may be required.

Internet Safety

With all types of information available on the Internet, students may inadvertently gain access to information not necessarily age and maturity appropriate. As part of a student's use of the Internet, the faculty will suggest addresses to appropriate curriculum sites. It is important for parents/guardians to review personal safety rules with their children, and remind their children to stay on task and follow their curriculum goals.

All users are advised that Internet access includes the potential for access to materials that are inappropriate or harmful to minors. Every user (student and adult) must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors, are obscene, or child pornography. Users who find such sites shall report them to a designated official. Also, users who find other users visiting such sites shall report such misuse to a designated official. Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting.

The District shall take measures designed to restrict minors' access to materials harmful to minors, as well as access by minors and adults to visual depictions that are obscene, or child pornography.

- **Internet Filtering**

The Lancaster Community School District uses hardware and software that is designed to filter and block inappropriate sites, and to a lesser degree, high-risk activities. The current technologies allow for the blockage of violence/profanity, partial nudity and art, full nudity, sexual acts/text, gross depictions/text, racist/ethnic impropriety, satanic/cult, drugs and drug culture, militant/extremist, sex education, quest/illegal/gambling, alcohol-beer-wine-tobacco, sports and leisure and sites the District deems as non-educational.

The use of Internet filtering mechanisms shall not diminish the user's personal responsibility for appropriate use of the network and Internet. Filtering methods are not 100% foolproof.

- **Blocking Sites**

The District reserves the right to block sites that do not enhance classroom activities and/or career development. Staff and students are encouraged to contact the designated officials, should any one inadvertently access a site that is inappropriate for the school setting.

- **Removing the Filter for a Blocked Site**

Removing a site from the blocked list shall require a high level of justification. Anyone wishing the removal shall submit the request in writing. The request shall be given to the building Principal, who shall then submit the request to the District Administration for further review. The decision to remove the block on the site shall be based on the following criteria:

1. Does the educational value of the site significantly outweigh the inappropriate nature of the site?
2. Does the site significantly enhance the curriculum?
3. Can the material/information be obtained from other more appropriate sources?

Individuals shall be notified of the approval or disapproval of the request in a timely manner. If the removal of the site is granted, the Administrative team will further indicate the length of time the block is to be removed.

Internet Conduct

The use of telecommunications networks including the Internet is a privilege for students who agree to act in a considerate and responsible manner while on-line. All Internet and email use may be subject to monitoring by authorized District staff. Students are expected to abide by established user expectations, responsibilities, rules, and guidelines for Internet safety.

Penalties for Violating the Student Internet/Email Use Policy/Guidelines

The use of computers and telecommunications networks, including the Internet and email, is a privilege and users must take personal responsibility for their behavior. Penalties shall be administered if students violate the Student Internet/Email Use policy or established guidelines, based on the severity and frequency of the offense. The school administration and/or Board may assign penalties.

LEGAL REF.: Sections 118.001 Wisconsin Statutes
120.13
121.02(1)(b)
943.70
947.0125

PL 94-553, Federal Copyright Law
Children's Internet Protection Act
Neighborhood Children's Internet Protection Act
Children's Online Privacy Act

CROSS REF.: 363.2-Rule, Guidelines for Student Internet/Email Use
363.2-Exhibit, Student Internet/Email Access Contract
871-Exhibit, Citizen's Request for Reconsideration of Instructional
Resources

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GUIDELINES FOR STUDENT INTERNET/EMAIL USE

User Expectations

1. If students are provided with individual email accounts, a signed Student Internet/Email Use Contract shall be required.
2. Email should primarily be used to complete assignments. Students may communicate with friends and family outside the school if the computers are available. However, priority is given to those doing schoolwork on the school's classroom, lab, and media center computers.
3. Restrictions against inappropriate language apply to public messages, private messages, and material posted on visited web pages.
4. Students will promptly disclose to the District technology staff or school administration any messages they receive that are inappropriate or make them feel uncomfortable.
5. Authorized District staff will have access to email accounts for maintenance and monitoring.
6. Students will check their email frequently and delete unwanted messages promptly to conserve the email server's resources.

User Responsibilities

Students are responsible for:

1. Their own actions while using the Internet and other telecommunications networks.
2. Using the Internet and other telecommunications networks in a way consistent with the District educational goals and utilizing educationally suitable resources.
3. Using time wisely to ensure maximum access for all users and logging-off when asked to do so.
4. Any financial obligations incurred while using the Internet or email.

Internet Safety Guidelines

Students are expected to adhere to the following Internet safety guidelines:

1. **Avoid material that is inappropriate or harmful to minors.** By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole appeals to a prurient interest in nudity, sex or excretion;

- b. Depicts, describes or represents in a patently offensive way, 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
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value.
2. Establish personal safety measures when using Internet and email.
 - a. Do not give out your (or anyone else's) name, address, phone number, or other personal information.
 - b. Do not arrange a meeting with anyone you "met" on the Internet or through Email.
 - c. General school rules for behavior and communication apply just as they do in the classroom hallways.
 - d. Be polite. That which is harmful, vulgar, or profane is not permissible. School rules regarding harassment apply to electronic communication.
 - e. Be aware there is no privacy on the Internet, including email.
 3. Refrain from "hacking" and other unlawful activities. Using the District's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
 4. Refrain from the dissemination of personal identification information regarding students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.

Prohibited Activities

1. Using the Internet or email in ways that violate school policies and behavior standards.
2. Using the Internet or email for any illegal activity including violation of copyright or other laws.
3. Using the Internet or email for personal, financial or commercial gain.
4. Gaining unauthorized access to resources or entities (hacking).
5. Sending or displaying offensive, threatening, obscene, or other inappropriate messages or pictures in violation of federal, state, or local laws, or school code.
6. Downloading programs from the Internet.
7. Saving email attachments to local hard drives.
8. Chatting.
9. Using personal Internet-based email accounts.
10. Using other student or faculty email accounts.
11. Giving out email password.
12. Posting chain letters or engaging in "spamming." (Spamming is sending an annoying or unnecessary message to a large number of people.)
13. Subscribing to listservs or newsgroups unless it is an assignment related to school and with the permission of the instructor.
14. Posting messages sent to them privately without permission of the person who sent the message.

15. Posting inappropriate information about another person.
16. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, racist, sexist, abusive, or disrespectful language while on the Internet or email.
17. Posting information that, if acted upon, could cause damage or a danger of disruption.
18. Engaging in personal attacks, including prejudicial or discriminatory attacks.
19. Harassing another person through the Internet or email. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
20. Knowingly or recklessly posting false or defamatory information about a person or organization.

Penalties

Penalties for violation of these guidelines may include but are not restricted to:

1. Loss of Internet/email access for one month for first offense.
2. Loss of Internet/email access for second offense.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
4. May be subject to suspension or expulsion.
5. Students and parents must sign another Student Internet/Email Use Contract before having Internet/email privileges reinstated.

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STUDENT COMPUTER/NETWORK USE POLICY

Lancaster School District maintains local area networks within each building and a wide area network connecting the two sites that comprise the school district. The district technology staff maintains these networks, including hardware and software. To ensure that these networks, including hardware and software, are in proper working condition for use by district students, we must have certain user restrictions.

User Expectations and Guidelines

The use of the school's computers and networks is a privilege for students who agree to act in a considerate and responsible manner while logged on to the system. All computer/network use may be subject to monitoring by authorized district staff.

User Responsibilities

Students are responsible for:

1. Their own actions while using the school's computers and networks.
2. Using the school's computers and networks in a way consistent with the district's educational goals and utilizing educationally suitable resources.
3. Ensuring that no one knows any of the passwords they set up.
4. Remembering the passwords they set up and changing them when asked to do so.
5. Using time wisely to ensure maximum access for all users and logging off the system when asked to do so.
6. Logging off the system when you are finished.

Prohibited Activities

1. Using the school's computers and networks in ways which violate school policies and behavior standards.
2. Using the school's computers and networks for any illegal activity including violation of copyright or other laws.
3. Retrieving someone else's work/paper and handing it in as yours.
4. Using the school's computers and networks for personal, financial or commercial gain.
5. Damaging, degrading or disrupting equipment or system performance. (This includes, but is not limited to, changing computer settings, damaging any physical part of the system, removing serial number labels from computers, or deleting any software or files not belonging to you from the computers or network.)

6. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
7. Gaining unauthorized access to resources or entities.
8. Saving information to the hard drives of the district's computers.
9. Installation of any software.

Penalties for Violating Computer/Network User Expectations and Guidelines

The use of the school's computers and networks is a privilege and users should take personal responsibility for their behavior while using them. Penalties for those who violate the user expectations and guidelines will be administered based on the severity and frequency of the offense. The school administration and/or school board may assign penalties.

Such Penalties May Include, but are not Restricted To:

1. Loss of computer/network access for one month for first offense.
2. Loss of computer/network access for second offense.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
4. May be subject to suspension or expulsion.
5. Students and parents must read and sign another Student Computer/Network Use Policy before having computer/network privileges reinstated.

DISTRICT WEB PAGE POLICY

The availability of the Internet in Lancaster Schools provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's Web Site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our school's and our district's missions. Creators of the web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges and/or other stringent disciplinary measures.

Content and Standards

All web page material must have prior approval before posting to the web site. District technology staff, along with school administration, is responsible for web page approval.

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the District Web Site, or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. District technology staff and/or school administration will determine the appropriateness of web page material.

Ownership and Retention

All web pages on the district's web server are the property of the Lancaster School District. Web pages will be deleted when a student graduates or moves, unless prior arrangements have been made with the district technology staff or school administration.