

**ORWELL VILLAGE SCHOOL**  
**STAFF ACCEPTABLE USE OF ELECTRONIC RESOURCES**  
**AND INTERNET SAFETY POLICY**

**Policy**

It is the policy of the Orwell Village School Board to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

**General Information**

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to District electronic resources including the Internet will be available to staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

**Administrative Responsibilities**

The Superintendent or designee will coordinate and oversee the use of Orwell Village School electronic resources including the Internet. The Principal or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the "acceptable use procedures" agreement process.

The Orwell Village School will stipulate in contract that Internet service providers will not collect, analyze, and/or sell individual or anonymous student or staff use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of educational evaluation is acceptable, provided that student confidentiality standards are maintained. Our Internet service providers must follow the same and this is stated in their contracts.

The Principal or designee will conduct an annual analysis of the effectiveness of the selected filtering product or service and make recommendations to the Superintendent and Board regarding current and future use of the product or service.

**Staff Responsibilities**

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The Principal or designee will develop and disseminate staff supervision guidelines for their respective schools.

Student Internet usage and related electronic records are confidential and should be treated like all other student records.

**User Responsibilities**

During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research.

The Orwell Village School may provide e-mail access for staff. Staff may use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities).

Staff will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

Staff may access the Orwell Village School's electronic resources for limited personal use. Limited personal use of the Orwell Village School's electronic resources including the Internet shall be allowed if permission is granted in advance, and the use:

- Imposes no tangible cost to the Orwell Village School
- Does not unduly burden the Orwell Village Schools' electronic resources
- Occurs during non-instructional time (after and before school hours; lunch breaks) and does not impede students access for educational purposes; and
- Does not violate this policy

Users will respect the rights of copyright owners and will not plagiarize works they find on the Orwell Village School electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the Orwell Village School's system are private. Users will be fully and regularly informed about the Orwell Village School's supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the Orwell Village School deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

#### **Limitation/Disclaimer of Liability**

The Orwell Village School is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The Orwell Village School is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Orwell Village School's electronic resources network including the Internet.

The Orwell Village School is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The Orwell Village School is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

#### **Due Process**

In the event there is an allegation that a user has violated this policy, the staff member will be provided with notice and opportunity to be heard in the manner set forth in the staff disciplinary policy. Staff member infractions will be dealt with in accordance with contractual agreements.

Notice of violations of this policy shall be forwarded to the Principal to evaluate compliance with this policy and the appropriate implementation procedures.

The Orwell Village School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the Orwell Village School's electronic resources including the Internet.

Date Warned: February 22, 2005

Date Adopted: March 15, 2005

Legal References:

17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)  
Federal Child Pornography Law  
47 U.S.C. §230 (Computer Decency Act)  
Children' Online Privacy Protection Act  
Electronic Communications Privacy Act

Cross References:

F1 (Student Conduct and Discipline)  
G2 (Copyright)  
G5 (Selection of Instructional Materials)  
G6 (Procedures for Handling Complaints)