

## PROCEDURES

Electronic Communications

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The Wyandotte Board of Education authorizes the Superintendent to develop services linking computers within and between buildings in the District and to provide access to the Internet for staff and students. All computer network implementation shall be in line with Board of Education Policies and Procedures, as well as the District's educational goals. Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and acceptable use shall apply when using any computer equipment.

Pursuant to State statute, when the School District library offers use of the Internet or a computer to the public, access to minors is restricted by the District by utilizing a system (filter) that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. Said system shall be in place throughout the rest of the District to filter obscene or sexually explicit matter that could be harmful to minors.

Further, in compliance with the Children's Internet Protection Act, the Superintendent shall delegate to each building Principal, the task of designing and implementing a program intended to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**Personal Network Access Accounts:**

The Board of Education authorizes the Superintendent to provide personal accounts for staff and students access to the District network and the internet, including, but not limited to, electronic mail, individual network server space, network drop boxes, content management systems and file server space for developing and publishing materials on the World Wide Web or other networked computer media. (Student approval for usage of these accounts must be authorized by the building principal).

Access to digital communications enables staff and students to facilitate learning and enhance educational exchange. The District expects that faculty will blend thoughtful use of digital communication throughout the curriculum while also providing guidance and instruction to students in its use as stated in the Michigan Educational Technology Standards. Participation in any type of collaborative media tool for the purpose of student learning will be governed by District Policies and Procedures. Otherwise, participation in collaborative media tools while on school computers is strictly prohibited.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's Policies and Procedures. Digital communications and stored material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected by school officials

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without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's Policies and Procedures. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the District's Student Code of Conduct and regulations/laws regarding student records.

**Computer Network**

A fee may be charged by the District to defray the cost of personal accounts.

NOTE: If use of a personal account is a requirement of employment and/or for a core curricular class, no fees may be charged of a staff member or students.

**System Integrity**

The Superintendent shall designate the District Director of Technology to implement the District's rules and regulations and to provide computer support for students and staff. The Superintendent, in concert with the Director of Technology, shall employ hardware and software security to ensure the integrity of the network against viruses (and other related problems) and to prevent unauthorized access to District and school records.

**Network Use**

The Superintendent shall develop rules and procedures for Acceptable Use shall see to it that rules are published annually for students, parents and staff. All District Policies and Procedures that regulate communication and student code of conduct shall be in effect as well as the following:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from the Director of Technology or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of network data or resources.
- Users may not use the electronic mail facility to send unsolicited, unnecessary, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment materials/documents which are inconsistent with the educational goals of the District, including but not limited to materials which are defamatory,

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- abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity.
- Users will be required to maintain their personal accounts (deleting unnecessary e-mail, etc.).
  - Users will abide by all Copyright regulations with respect to software installation, transferring/forwarding of copyrighted materials from the internet, or when using materials from the internet which are copyrighted.