

THIEF RIVER FALLS PUBLIC SCHOOLS

551 THIEF RIVER FALLS PUBLIC SCHOOLS INTERNET GUIDELINES

Thief River Falls Public Schools have access to the Internet, a global electronic information infrastructure. The Internet is a network of networks used by educators, businesses, government, the military, and other organizations. In schools, the Internet is an information resource that can be used to educate, to inform, and to communicate. Students may use the Internet as a vehicle to meet their learning needs just as they use books, magazines, video, CD-ROM and other sources.

Students in the Thief River Falls Schools may use the Internet to participate in distance learning activities, to consult experts, to communicate with other students and individuals, and to locate materials to meet their educational and personal information needs. Educators have a professional responsibility to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental level, and to evaluate and use information to meet their educational goals.

One of the objectives of the Thief River Falls Public Schools is to provide learners with the greatest access to appropriate information. Making Internet access to students carries with it the potential that some students might encounter information that may be offensive. Because information on the Internet constantly changes, it is not possible to predict what students may locate. While it is possible to identify appropriate resources for students' educational needs, it is not possible to control the vast Internet environment for students. District policies dealing with educational resources also pertain to the Internet.

The school district has guidelines for student use of the Internet, which protect the due process rights of students. These guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and provide consequences for inappropriate use. District educators will take an active role in ensuring that students and their parents are aware of student responsibilities to use Internet resources in an ethical and educational manner.

Opinions, advice, services and other information expressed on the Internet are those of others and not those of the Thief River Falls Public Schools. Students, staff and parents are advised that some network sites may contain inappropriate or offensive material. School administrators and staff do not condone the use of such materials and do not permit usage of those materials in the school environment. Students who knowingly use such materials in school will be dealt with according to the discipline policies of the district and the individual school. The building administrators reserve the right to terminate the access privileges of any student who violates the guidelines as stated on the consent form.

Dear Parent/Guardian:

Your son or daughter has access to the Internet in our school. The Internet is a global information system with great educational potential. The use of the Internet is a privilege, and students are expected to use it appropriately.

Students in the Thief River Falls Public Schools may use the Internet to participate in distance learning activities, to consult experts, to communicate with other students, and to locate materials to meet their educational and personal information needs.

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Finally, Thief River Falls School District is in compliance with all regulations regarding Internet filtering and firewalls. This means that we have some protection from bad Internet sites. Our computers are blocked from a wide variety of inappropriate sites.

Please read over the attached guidelines and indicate your understanding by signing the attached Internet Use Consent Form. Have your son or daughter return it to his/her teacher.

Student Internet Use Contract and Consent Form- Elementary

Access to the Internet is a privilege, not a right. You may use it to locate, use, and exchange ideas. In doing so, you are expected to abide by the following guidelines. Violations of these guidelines will result in disciplinary action and possible loss of access privileges.

- Use the Internet for educational purposes related to school or classroom activities.
- Respect current school policies and behavior standards.
- Be polite and use appropriate language.
- Respect the rights of others.
- Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
- Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
- Note that email is not private. People who manage the system have access to email.
- Respect the network. Use Internet time and limited resources wisely.
- Respect system security.
- Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of their instructor and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

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RETURN TO CES

Yes, we have read and understand the Thief River Falls Public Schools
Internet Guidelines.

Parent/Guardian Signature Student Signature

Date

Grade

____ Check here if you do not want your son/daughter to use the Internet.

Parent/Guardian Signature _____

Secondary/Middle

Date HERE

Dear Parent/Guardian:

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Please read over the attached guidelines and indicate your understanding by signing the attached Internet Use Consent Form. Have your son or daughter return it to the office.

SECONDARY/MIDDLE SCHOOL

Student Internet Use Contract and Consent Form

Access to the Internet is a privilege, not a right. You may use it to locate, use, and exchange ideas. In doing so, you are expected to abide by the following network guidelines. Violations of these guidelines will result in disciplinary action and possible loss of access privileges.

- Use the Internet for educational purposes. Do not use the Internet for any illegal activities or personal financial gain.
- Respect current school policies and behavior standards.
- Be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download or print offensive text or graphics.
- Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission. Do not post the work or communications of others.
- Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
- Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
- Note that email is not private. People who operate the system have access to email.
- Respect the network. Use Internet time and limited resources wisely. Do not damage equipment, alter the system or disrupt network services.
- Respect system security and do not contaminate the system through viruses.
- Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of their instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

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Yes, we have read and understand the Thief River Falls Public Schools Internet Guidelines.

Student name (PRINT)

Student I.D.

Parent/Guardian Signature _____ Student Signature _____

Date _____

Grade

Check here if you do not want your son/daughter to use the Internet.

Parent/Guardian Signature _____

Thief River Falls Public Schools

World Wide Web Page Development & Authoring

PURPOSE

Internet access in all Thief River Falls Public schools and program sites provides an educational opportunity to contribute to the Thief River Falls Public Schools web page on the World Wide Web. This electronic publication provides a means of two-way communication for the purposes of:

- sharing information with the residents of Thief River Falls Public School District and the world about school curriculum and instruction, school-authorized activities and other information relating to the District and its mission.
- providing instructional resources for staff and students.

RESPONSIBILITY

- Individual staff members who author Web pages and teachers supervising students who are authoring Web pages are responsible for ensuring that their pages meet the guidelines for content and format specified in this document and that all links are functional and up-to-date.
- Web site coordinators are responsible for adding pages to or deleting pages from their building/program home page that meet the guidelines for content and format.

The Web site coordinators are responsible for informing page developers in their building/program about new information or standards for page development.

- Principals and program administrators are responsible that the content of their building/program Web pages is accurate and projects the planned image of their school/program.
- The District Technology Coordinator is responsible for ensuring that the District website is functioning properly, communicating changes in standards and for communication with individual web site coordinators about technical problems or violations of District Regulation concerning authoring of web pages.

Final authority for issues concerning use of the District Web site and all pages published on the site is assigned as follows:

- The District Technology Coordinator and Building Administrator are responsible for setting and enforcing technical standards.
- The Director of Teaching, Learning, and Technology is responsible for instructional materials selection issues.
- The Superintendent is responsible for implementation of School Board Policy.

PUBLICATION PROCESS

Web pages are published and posted following this process:

- pages are approved at the school/site by the principal/leader or designee applying the Content and Technical Standards developed in support of this regulation.
- pages are published directly to the District web site by the Web site coordinator.

CONTENT STANDARDS

- **Subject Matter**-All subject matter to be published on District web pages and their links must be related to curriculum and instruction, school-authorized activities, or information about the Thief River Falls Public School District or its mission. Staff or student work may be published if it relates to a class project, course or other school-related activity. No work may be published that is in conflict with School Board policies that promote a safe work and learning environment free of abuse, harassment, violence or pornography. No one may use the District's Web pages to provide access to personal home pages or for personal gain.
- **Quality**-All work must conform to District's minimal technical and style standards. Work must be free of any spelling or grammatical errors. No work may be published that is in conflict with School Board policies that promote a safe work and learning environment free of abuse, harassment, violence or pornography. The School District is not responsible for and does not sponsor or endorse organizations outside of the District's name domain of www.trf.k12.mn.us.

Student Safeguards-

- Student work will be identified only by first name and a distinguishing initial when necessary. Identification of student work may not include a student's phone number, address or image or the names, phone numbers, addresses or images of family members or other students.
- Staff work may not include a student's phone number or address or the names, phone numbers or addresses of family members or other students.
- Published e-mail addresses are restricted to those of staff members or to a general group e-mail address whose incoming mail is forwarded to a staff member for dissemination to the appropriate student(s).
- Student work may be published on the web unless the student's parent/guardian has denied permission in writing or the adult student has refused permission.
- All email addresses, survey responses or other direct-responses may be linked only to staff e-mail addresses.

Adherence to School Board Policies, Regulations and established guidelines School/Program

Site home pages-Each school/program site's home page will meet District Content, Technical and Maintenance Standards. Information on this home page will include picture of school, school name and address(es), school hours, principal name, phone number and email address, and other general information.

MAINTENANCE STANDARDS

Each school/program site's home page will be monitored at least monthly by the site coordinator/media specialist to ensure that content is consistently accurate and up-to-date and approved links are functional.

Board Adopted: 08/1998

Board Reviewed: 08/2021

Scheduled Review: 08/2024