



## 429 **STAFF** TECHNOLOGY ACCEPTABLE USE AND SAFETY

### **BELIEF STATEMENT**

It is the belief of South Washington County Schools that students, staff, and community members should have access to district communication systems, networks, and an array of emerging technology resources to enhance the educational process of teaching, learning and the delivery of curriculum.

Each user is responsible for **his/her their** use of technology, whether personal or district provided. It is a joint responsibility of district personnel and all users to become educated about the responsibilities and expectations of using technology.

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for the use of district and personal technology resources, access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding user access to the school district technology resources, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. **Electronic information research skills are now fundamental to preparation of citizens and future employees.** Access to the school district technology resources enables users to explore **thousands of countless libraries, databases, bulletin boards, and other** resources while **exchanging messages with people around the world interacting with people locally and globally.** The school district expects that employees will blend thoughtful **and safe** use of the school district technology resources throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing **students and employees** with access to the school district **computer system digital resources,** which includes, **but is not limited to desktops, laptops, tablets, district maintained servers, networks, and** Internet access. The purpose of the system is more specific than providing **students and employees with** general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career

development activities. Users are expected to use technology resources and Internet access through the district system to further educational and personal goals consistent with the mission of the school district, strategic plan and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### IV. USE OF **SYSTEM DIGITAL RESOURCES** IS A PRIVILEGE

The use of the school district **system digital resources** and **access to** use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system, **digital resources**, or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, **including suspension, expulsion, exclusion, or up to and including the termination of employment.**; or civil or criminal liability under other applicable laws.

#### V. **PERSONAL TECHNOLOGY**

Personal technology may be connected to the District's network or systems if it complies with district standards and is compatible with the district's systems. **Personal technology attached or connected to the district network are subject to the same policies and procedures established for the use of district-owned equipment. The use of personal technology must adhere to the district Acceptable Use Policy (AUP).**

District technology staff will not **support service, repair, or maintain any** personal technology. **District will not be held liable for personal content housed on the device. Any software residing on personal technology must not interfere with the normal operation of district owned resources.**

The district is not liable for damage or theft that may occur while using personal technology in the district.

#### VI. **UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process; **and**
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  - f. the storage on district servers of personal photos, videos, music or files not related to educational purposes for any length of time.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks.

- 7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or

from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the district technology system for political lobbying, unless the lobbying effort directly supports the School Board's legislative platform. The District System may not be used to endorse political candidates.

**B.** ~~An student or~~ employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. ~~Students or e~~Employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, **up to and including the termination of employment.**

**C.** If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of ~~and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator~~ and **if done with the prior approval of the building administrator.**

**D.** **Employees may not use personal cell phones and other personal technology to take photographs or video of students unless taking photographs or video is part of the employee's job duties. In cases where an employee is authorized to take photographs or videos as part of their job duties, they must exercise professionalism and discretion when using personal cell phones and other personal technology for photography or videography purposes. Content captured should align with the educational mission of the district and adhere to all relevant**

laws and policies.

**VII. FILTER**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, 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
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor or other person authorized by the Superintendent/designee may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. ~~The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.~~

**VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the District technology resources and use of the Internet shall be consistent with school district policies and the mission of the school district.

**VIIIX. EXPECTATION OF PRIVACY**

- A. Users should have no expectation of privacy when using district equipment and networks.
- B. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect that all communications transmitted or received on the district system are PUBLIC INFORMATION and can be given to law enforcement agencies WITHOUT the user's prior consent.
- C. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- D. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- ~~E. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.~~
- FE.** School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and ~~e-mail~~ **email** files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- GF.** The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
- HG.** Works created by district employees in the course of their duties and using the district system are the property of the district as works made for hire.

## ~~IX. INTERNET USE AGREEMENT~~

- ~~A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.~~
- ~~B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.~~
- ~~C. The district permits students to use the Internet at school as part of classroom~~

activities. Parents/guardians must notify the principal/designee in writing if permission is not granted. Parents/guardians who permit a student to use the Internet at school:

1. recognize the risks of allowing students to access the Internet;
2. are responsible for reviewing the Technology Acceptable Use and Safety Policy with the student; and
3. are responsible for teaching the student how to make wise choices regarding the use of the Internet, including understanding what material is acceptable for them to review on the Internet.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district storage media, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district's policies related to Internet use.
- B. This notification shall include the following:
  1. Notification that Internet use is subject to compliance with school district policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district storage media, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.



3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit ~~student~~ Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by an ~~student~~ **employee** through the Internet is the sole responsibility of the ~~student and/or the student's parents~~ **employee**.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, ~~school~~ disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **~~XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE~~**

- ~~A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.~~
- ~~B. Parents are herein notified that their students will be using school district resources/accounts to access the Internet and that the school district provides parents the option to request in writing alternative activities not requiring Internet access.~~

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and ~~parent/guardian~~ **family** notifications, if necessary, to reflect the adoption of these

guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parent/guardian families, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet technology, the School Board shall conduct an annual review of this policy.

**Legal References:**

15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4th Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by

Nonschool Persons

**POLICY ADOPTED:** February 17, 2009

**POLICY REVIEWED:** July 2013, January 2022, March 2024

**POLICY REVISED:** August 8, 2013, September 15, 2016, February 18, 2021, March 2024