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SERIES	500	Students
SUBJECT	524	Internet, Technology, and Cell Phone Acceptable Use and Safety Policy
Adopted		January 23, 2001
Revised		September 28, 2004; April 10, 2007; August 14, 2012; April 14, 2015; April 11, 2017; August 8, 2022; March 7, 2023; August 12, 2024; October 7, 2025

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district's technology systems and responsible and safe use of the Internet including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to school district technology systems and the Internet, 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 school district technology systems and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while communicating with people around the world. The school district expects that faculty will blend thoughtful use of school district technologies and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district provides students and employees with access to school district technology systems. This includes Internet access. The purpose of these technologies is more specific than providing students and employees with general access to the Internet. The school district's technology systems have a limited educational purpose, which includes use of these technologies for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district's technology systems to further educational and personal goals consistent with the mission of the school district 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 IS A PRIVILEGE

The use of the school district technology system and access to 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 school district technologies 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 termination of employment; or civil or criminal liability under other applicable laws.

V. OWNERSHIP

The School District owns all rights to any work of authorship created in the scope of an employee's employment, pursuant to the federal Copyright Act. An employee may not publish or distribute such works outside of the School District without express written permission from District administration. An employee shall immediately disclose and, on demand of the District, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of the employee's employment, unless the creation is developed entirely on the employee's own time, without the use of any School District facilities or equipment, and does not relate to the business of the School District or result from any work performed by the employee on behalf of the School District. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the School District relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

VI. UNACCEPTABLE USES

A. Though not an exhaustive list, the following uses of school district technologies and Internet resources or accounts are considered unacceptable:

1. Users will not use school district technologies 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;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use school district technologies 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 school district technologies to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use school district technologies to vandalize, damage or disable the property of another person or organization, including intellectual property or data, 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's technologies (software, hardware or wiring) or take any action to violate the school district's security system, and will not use school district systems in such a way as to disrupt the use of the systems by other users.

5. Users will not use school district technologies 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 must keep all school district account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to school district technologies or any other system through the school district's technology systems, 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 school district technology systems may not be encrypted without the permission of appropriate school authorities.

7. Users will not use school district technologies 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 technology device, and will not plagiarize works they find on the Internet.

8. Users will not use school district technologies for conducting business unrelated to the mission of the school district, to offer or provide goods or services or product advertisement without authorization from the appropriate school district official.

9. Users will not use school district technologies to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district may regulate off-campus speech that materially disrupts classwork or creates (or will likely create) substantial disorder at school or invasion of the rights of students or employees when related to the educational or work environment. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school district premises and without the use of school district technologies also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, and breaches of school security devices. In situations when the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to school district technologies and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or 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.

VII. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults 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 to minors.

C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

D. The school district will educate students (and staff) 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 school district's technology systems and use of the Internet shall be consistent with school district policies and the mission of the school district.

IX. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district's systems, the school district does not relinquish control over materials on the systems or contained in files on the systems. Users should expect only limited privacy in the contents of personal files on school district systems. The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the school district's technology systems internet resources and any and all information transmitted or received in connection with such usage, except as otherwise limited by School District policy or law.

B. Routine maintenance and monitoring of school district systems may lead to a discovery that a user has violated this policy, another district policy, or the law.

C. 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.

D. Parents may have the right at any time to investigate or review the contents of their child's files and email files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

E. 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 email files. In addition, school district employees should be aware that data and other materials in files maintained on school district systems may be subject to review, disclosure, or discovery under Minnesota Statutes Chapter

13 (Minnesota Government Data Practices Act.)

F. 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 school district systems.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of school district technology systems is at the user's own risk. The systems are 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 system 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 school district systems. The school district will not be responsible for financial obligations arising through unauthorized use of school district technologies or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating 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 systems and storage devices.

   b. Information retrieved through school district computers and technology devices, networks or online resources.

   c. Personal property used to access school district computers and technology devices, 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 responsible 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 a student through the Internet is the sole responsibility of the student and/or the student's parents.

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 responsible 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 responsible 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 other information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of school district technologies and of the Internet if the student is accessing school district technologies from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will

provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A description of parent/guardian responsibilities.

2. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

3. A statement that the school district's responsible use policy is available for parental review.

XIII. SCHOOL-ISSUED DEVICE MONITORING

A. "School-issued device" means hardware or software that the school district, acting independently or with a contracted technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety but must instead be given within 72 hours after that imminent threat has ceased.

XIV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

XV. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.

B. The administration shall revise the user notifications, including student and parent 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 parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the School Board shall periodically conduct a review of this policy.