

## **TECHNOLOGY AND COMMUNICATION SERVICES**

The Fairfield School District is pleased to provide teachers, administrators, certain other employees, volunteers and students (the “users”) who agree to abide by this policy access to electronic information resources (“technology”), including land phones and cell phones, voice mail, e-mail, web pages, fax, Internet capability, computers, on-line services, networks, and other resources, based upon the user’s legitimate work and educational requirements. The District’s goal in so providing this technology to users is to promote efficiency and excellence in the workplace and in education by facilitating resource sharing, innovation, communication, cooperation and collaboration.

New technology shifts the ways that information may be accessed, communicated and transferred by members of our society. Use of technology that is shared by many users imposes certain risks and obligations. On a global network, it is extremely difficult to control all materials. Internet content filtering software has been installed on some of the District’s computers, on a building-by-building basis. The purpose of this software is to limit the user’s ability to access Internet sites that may contain harmful material. However, the installation of this software does not guarantee that any user will not be able to access Internet sites containing potentially harmful material. Each user remains primarily responsible for appropriate access to and use of the Internet.

### Acceptable Use and Internet Safety

Technology and communication services can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Technology and communication services support learning and enhance instruction, as well as assist in administration. Technology and communication services allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All technology and communication services are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the regulations issued pursuant to this policy will result in the revocation of the user’s access privilege and may result in further disciplinary actions up to and including termination of employment for employees, and up to and including expulsion for students. Unacceptable uses of the technology and communication services include but are not limited to:

1. violating the conditions of federal and state laws dealing with students’ and employees’ rights to privacy;
2. using profanity, obscenity or other language which may be offensive;
3. copying commercial software and/or other material in violation of copyright law;
4. using the network for financial gain, for commercial activity or for any illegal activity;
5. “hacking,” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;

6. accessing and/or viewing inappropriate material; and,
7. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the District's short- and long-term technology and communication services needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to technology and communication services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial, sometimes offensive, and may be harmful to minors.

"Harmful to minors" is defined as 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;
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 lewd exhibition of genitals; or,
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access technology and communication services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's access authorization and release/agreement form is signed to indicate the user's acknowledgment of the risks and regulations for technology and communication services use. The District has implemented technology-blocking measures in an attempt to prevent students and staff from accessing inappropriate material on school computers. The District has also purchased monitoring and content filtering devices which maintain a running log of Internet activity recording which sites a particular user has visited. Users of the technology and communication services of the District must have no expectations of privacy in their use of such District services. The Superintendent or designee may authorize a technology and communication services investigation and/or review of any use of District communication services by any individual(s).

### Web Site/Web Page Publishing

School web sites and teacher/employee web pages provide the District with unique and ever-changing ways to interact with the community and improve student learning. School web sites and teacher/employee web pages:

1. Allow an individual school and/or teacher/employee to provide current and complete information to the community at large

2. Give the community a means to communicate effectively with students and personnel
3. Create expanded means for student expression
4. Provide new avenues for teachers to help students meet high standards of performance

All District schools wishing to maintain a presence on the Internet and all teachers/employees required to maintain a web page must adhere to written web regulations that allow the District to realize the benefits of maintaining a web site/web pages while protecting the school and community from its potential misuse.

The primary purpose of a District web site and teacher/employee web pages is to communicate effectively with the community. The principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information.

The District may elect to have its web site serve additional purposes related to its educational mission. These include, but are not limited to:

1. Publishing student newspapers
2. Posting teacher-created class information
3. Publishing appropriate student work

When a school allows student publications on its web site, the purpose of including such publications shall be clearly identified in that section of the site. These publications shall be consistent with the mission, goals, policies, programs and activities of the District. All publications shall meet the established District requirements related to student print publications and in accordance with state and federal laws related to student expression.

Any use of advertising or sponsorships that appear on a school web site or teacher/employee web page must be approved by the Superintendent. Guidelines must be consistent with District policies and guidelines used in other District publications.

The Board directs the Superintendent to develop regulations to implement this policy. Such regulations shall address student and staff privacy and content standards for web site/web page publications.

Students and staff members who wish to have or are required by course enrollment or employment to have technology and communication services access during the school year must read the Technology and Communication Services policy and regulations and submit a properly-signed access authorization and release/agreement form. Staff are required to sign a new access authorization and release/agreement form each year after reviewing the policies and regulations of the District.

[Adoption date: November 21, 2002; Revised: August 13, 2009]

LEGAL REFS.: U.S. Const. Art. I, § 8  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
ORC 149.41; 149.43  
ORC 1329.54-1329.67  
3313.20  
3319.321  
OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Harassment  
IB, Academic Freedom  
IGDB, Student Publications  
IIBG, Computer-Assisted Instruction  
JFC, Student Conduct  
JO, Student Records  
KBA, Public's Right to Know