

TECHNOLOGY AND COMMUNICATION SERVICES REGULATIONS

The following regulations and procedures shall be utilized by staff, students, or volunteers who are authorized to use the District's technology and communication services:

1. Use the technology and communication services for purposes related to education or administration. Incidental use of the technology and communication services by staff members for necessary, important, or essential personal communications is permitted as long as such communications are limited in number and length, do not violate the Technology and Communication Services policy and regulations, do not interfere with the primary intended uses of the system, and do not interfere with the work of the employee.
2. Do not use the computer and/or network for commercial use, political use, financial gain, "hacking," and/or any illegal activity. The administration reserves the right to monitor and/or filter any computer content, activity, and communication for improper use.
3. Do not use the system to encourage the use of drugs, alcohol, or tobacco, or to promote unethical practices or any activity prohibited by law or Board Policy.
4. Do not knowingly or recklessly transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Do not use profanity, obscenity, or other language which may be offensive.
6. Do not copy copyrighted software or materials off the web that violate copyright law; do not place copyrighted material on the computer and/or network without the author's permission.
7. Do not change school, student, or staff computer records, steal tests or test answers, share test questions or test answers through technology, or gain access to unauthorized files or internet sites.
8. Do not alter system software; do not modify or alter any computer settings. Students are prohibited from physically altering or moving computer hardware.
9. Do not place or attempt to place unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
10. Do not commit any vandalism on the computer and/or network. Vandalism includes uploading/downloading any inappropriate material, creating or installing computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

11. Do not make your personal home address or phone number and those of other students or colleagues public on the computer and/or network.
12. Do not use the network in such a way that it disrupts the use of the network by others.
13. Do not read other users' mail or files; users shall not attempt to interfere with other users' ability to send or receive electronic mail; users shall not attempt to read, delete, copy, modify, or forge other users' mail; nor shall users employ credit or debit cards for unauthorized on-line purposes.
14. Rules and regulations of on-line etiquette are subject to change by the administration.
15. Electronic mail (e-mail) is not guaranteed to be private. Authorized individuals within the District have access to all technology and communication services and violations of District policy and regulations may be subject to discipline.
16. Keep personal account numbers and passwords private. The student in whose name an on-line service account is issued is responsible for its proper use at all times. He/she shall use this system only under his/her own account numbers.
17. Do not send personally identifiable information about a student to an unauthorized party.
18. All links from teacher/employee web pages must have prior approval by the building principal and must have an educational purpose related to the teacher/employee's content area.
19. All District staff members and students are required to report security problems, blatant misuse, or repeated misuse of the technology and communication services to the teacher, principal, or immediate supervisor.

Web Site/Web Page Publishing

The Board encourages the appropriate use of the Internet for the publication of school web sites and teacher/employee web pages. It is necessary to ensure that such use conforms to the standards of the District and of the local community. Publication of web sites must also not impose undue burden upon personnel, resources and the limited number of funds available; therefore the following regulations have been established.

1. All materials to be published on the District web site shall be reviewed by the Superintendent or designee for adherence to the Technology and Communication Services policy and regulations.
2. Home addresses and/or phone numbers shall not be published by any District user.
3. Publication of student names, work, or photos:
 - ❖ School or teacher/employee web pages which display any student work or photos shall be published only on the District's Internet web site.

All published student artwork, text, and video shall be directly related to the grade level instructional program, content standards, benchmarks, and courses of study; meet guidelines of ethical conduct; and adhere to copyright laws.

- ❖ Written permission from a parent or guardian shall be required annually for publication of student work and for the publication of student first names and photos.
 - ❖ Last names, home addresses, and/or telephone numbers of students will not be published.
4. Class participation in Internet projects (Classroom Connect, Maya Quest, ThinkQuest, etc.) sponsored by outside agencies, which may result in publication of student work, requires the building principal's approval.
 5. Links from school web pages and/or teacher/employee web pages to other web sites/web pages must be related to student work or assignments and must support the District's content standards, benchmarks, and the courses of study, and must be educationally informative. All such links must receive prior approval from the building principal.
 6. Users' publication information, including graphics, video, and/or music, will strictly observe all applicable copyright laws.
 7. Advertisements on web sites/web pages, including graphics promoting any product, must receive prior approval from the Superintendent.
 8. Official school pages (building pages, department pages, or pages representing any officially recognized school group) represent the District and are intended only for the official business functions of the District.

The following information must be readily accessible on the main page of these web documents:

- ❖ The name of the unit or group represented by the page
- ❖ A means of contacting the person(s) responsible for maintaining the page content
- ❖ The date of last revision
- ❖ An active link to the main District home page

All official school web page publications must receive prior approval from the building principal.

9. Teacher/employee web pages represent the individual in his or her primary role(s) as a Fairfield City School District employee. The Fairfield City School District will make home pages available to staff who have signed the general Technology and Communication Services Access Authorization and Release/Agreement Form. The following rules apply to teacher/employee web pages on the District web site:

- ❖ Incidental personal information on employee pages is deemed acceptable so long as it does not violate the Technology and Communication Services policy and regulations, cause disruption of normal service, incur significant cost to the District or result in excessive use of resources. Sharing one's educational background is an example of acceptable personal information. Employees who wish to publish substantial personal information not related to their district role(s) should use an Internet service provider rather than using the District web site.
- ❖ It is prohibited for teacher/employees to use their district-provided web pages for commercial or for-profit activities.
- ❖ District-provided teacher/employee web pages may not be used in such a way that violates any state or federal laws.
- ❖ District-provided teacher/employee web pages must not be used to harass or violate privacy of others.
- ❖ District-provided teacher/employee web pages must not contain or maintain links to obscene materials.
- ❖ District-provided teacher/employee web pages must not be used to distribute resources for which the employee is not authorized. This includes, but is not limited to, copyrighted material (i.e., software, etc.). Copyright infringement is subject to legal action.

10. Student Web Pages:

- ❖ Fairfield City School District will not provide web space for students' personal web pages.

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