



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** C – General School Administration  
**POLICY TITLE:** Computer, Email, and Internet Use  
**FILE No.:** CG  
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### 1. PURPOSE AND PHILOSOPHY

Nebo School District provides computers, networks, filtered email services, and filtered Internet access to support the educational mission of the School District and to enhance the curriculum and learning opportunities for students and employees. Access to and use of the School District's computers, networks, email services, and Internet access is provided for administrative, educational, communication, and research purposes consistent with the School District's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the School District's computers, networks, email services, and Internet access. The intent of this Policy #CG is to provide students and employees with general requirements for utilizing the School District's computers, networks, email services, and Internet access. This Policy #CG may be supplemented by more specific administrative procedures, directives, and rules governing the day-to-day management and operation of the computer system.

### 2. SYSTEM FILTER

The School District utilizes an Internet filtering system to assist in restricting access to Internet sites containing material that is obscene, pornographic, or harmful to minors. Even though the School District takes reasonable efforts to block material that is obscene, pornographic, or

harmful to minors, no filtering system or features will filter out all obscene, pornographic, harmful, or inappropriate material. It is the responsibility of the computer system user to maintain a high level of integrity to protect themselves and others from such inappropriate material. As used herein, references to the terms “obscene,” “obscenity,” “pornographic,” “pornography,” “child pornography”, and “harmful to minors” are defined by applicable state and federal laws, regulations, and cases.

### **3. STUDENT USE**

**3.1** The Utah State Core Curriculum requires students to become effective and efficient users of online resources. Students need access to email and the Internet to meet these requirements. Students shall not be allowed unsupervised access to School District computers. Employees and volunteers assigned to supervise student use of computers must insure compliance with this Policy #CG and/or applicable administrative procedures, directives, and rules. Although student use of the School District’s computer system at school will be supervised by school staff, the School District cannot guarantee that students will not gain access to inappropriate material. The School District encourages parents/legal guardians to have a discussion with their students about values and how those beliefs should guide student activities while using the School District’s computers, networks, email services, and Internet access.

**3.2** Student access to the School District’s computers, networks, and email services is provided primarily for educational use. Occasional personal use is also permitted within the guidelines of this Policy #CG, Policy #JDE-Student Electronic Devices, and all other applicable policies and laws.

### **4. EMPLOYEE USE**

Employees are to utilize the School District’s computers, networks, email services, and Internet access for the performance of job duties and professional or career development activities. Incidental personal use by employees of the School District’s computers, networks, email services, and Internet access is permitted as long as such use does not: (a) interfere with the employee’s job duties and performance; (b) interfere with computer system operations; and/or (c) interfere with other computer system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communication and information. Employees are reminded that such personal use must comply with this Policy #CG and all other applicable Board policies and administrative procedures, directives, and rules.

### **5. PROHIBITED USE**

Each student, employee, or other computer system user is responsible for his/her actions and activities involving the School District’s computers, networks, email services, and Internet access, and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- 5.1** Any use that is illegal or in violation of Board policies and/or administrative procedures, directives, or rules, including, but not limited to, harassment; discrimination (i.e., race, color, gender, nationality, religion, age, or disability); defamation; violent or threatening communications and behavior; bullying; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
- 5.2** Any use involving obscene; pornographic; sexually explicit; sexually suggestive; or any other harmful or inappropriate material.
- 5.3** Any inappropriate communications with students, minors, employees, or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.

- 5.4 Any use for private financial gain, or commercial, advertising, or solicitation purposes.
- 5.5 Any use as a forum to solicit, proselytize, advocate, or communicate the views of an individual or a Non-School District sponsored organization; to solicit membership in or support of any Non-School District sponsored organization; or to raise funds for any Non-School District sponsored purpose, whether for profit or not for profit.
- 5.6 Any communication that represents personal views as those of the School District or that could be misinterpreted as such.
- 5.7 Downloading or loading software or other applications or files without permission from the school principal or other appropriate administrator.
- 5.8 Any student use of Internet chat rooms, social networking sites, blogs, wikis, etc., except as directed by a teacher or school administrator in support of planned and approved learning activities.
- 5.9 Any unauthorized attempt to bypass the School District's email and/or Internet filtering systems and features.
- 5.10 Any malicious use or disruption of the School District's computers, networks, email services, and Internet access or breach of security features.
- 5.11 Any physical or electronic vandalism to the computer system or equipment.
- 5.12 Failing to report a known breach of computer security or violations of this Policy #CG to the school principal or other appropriate administrator.
- 5.13 Any attempt to delete, erase, or otherwise conceal any information stored on a School District computer that violates Board policies and/or administrative procedures, directives, and rules.
- 5.14 Using the School District's computer network or Internet to gain unauthorized access to other computers, computer systems or user accounts, or to attempt to gain such unauthorized access.
- 5.15 Any use involving damaging, dangerous, or disruptive material.
- 5.16 Any use involving personal or generalized attacks or harassment, or to communicate false or defamatory information.
- 5.17 Any use of technology to disrupt class or that takes oneself or others off-task, including lab time.

The foregoing list provides general guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by computer system users. Students, employees, and other computer system users who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the school's principal or other appropriate administrator.

## 6. INSTRUCTION

Students shall be instructed in appropriate online behavior, including online safety, interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. This instruction will be included in the curriculum for elementary Keyboarding and required junior high and high school CTE courses.

## 7. NO EXPECTANTION OF PRIVACY

The School District retains control, custody, and supervision over all computers, networks, email services, and Internet access owned, licensed, or leased by the School District. The School District reserves the right to monitor all computer, email, and Internet activity by students, employees, and other computer system users. Students, employees, and other computer system users have no expectation of privacy in their use of the School District's computer system and equipment.

## 8. STUDENT RECORDS

Employees and other computer system users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees and other computer system users with access to student records may not use, release, or share these records, except as authorized by federal and state law.

## 9. NO DISCLOSURE OF PERSONAL INFORMATION

For personal safety purposes in using the School District's email services and Internet access, computer system users are advised not to disclose personal information such as home addresses, home telephone numbers, social security numbers, etc.

## 10. INDEMNIFICATION

**10.1** All computer system users shall be responsible for any and all claims, losses, damages, or costs (including attorneys' fees) associated with their use of the School District's computers, networks, email services, and Internet access, including, but not limited to, illegal uses (copyright and trademark violations, defamation, discrimination, harassment, etc.); violations of this Policy #CG and/or applicable administrative procedures, directives, and rules; etc., and shall hold harmless and indemnify the School District and its employees and agents from such claims, losses, damages, and costs.

**10.2** The School District assumes no responsibility for any unauthorized charges made by computer system users, including, but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, etc., and shall hold harmless and indemnify the School District and its employees and agents from such unauthorized charges.

**10.3** The School District makes no warranties of any kind, either expressed or implied, that the functions or the services of the computer system provided by or through the School District will be error-free or without defect. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The School District is not responsible for the accuracy or quality of the information obtained through or stored on the computer system.

## 11. REVOCATION OF USE

**Access and use of the School District's computers, networks, email services, and Internet access is a privilege and not a right.** This privilege may be revoked at any time for failure to comply with the terms and conditions of this Policy #CG and/or applicable administrative procedures, directives, and rules.

## 12. STUDENT VIOLATIONS AND DISCIPLINE

**12.1** Any student who violates this Policy #CG and/or applicable administrative procedures, directives, and rules governing the use of School District computers may be subject to

disciplinary action, such as losing computer use privileges, suspension, and expulsion. Illegal uses by students of School District computers will also result in referral to law enforcement authorities.

- 12.2** In the event of a violation of Policy #CG by a student, appropriate disciplinary action may be taken against the student by following established Board policies and administrative procedures. All student disciplinary action must be directed through the Student Services Coordinator and involve the following individuals in the order listed depending upon the nature and severity of the disciplinary action imposed: 1<sup>st</sup> - Principal; 2<sup>nd</sup> - Student Services Coordinator; 3<sup>rd</sup> - Elementary/Secondary Director; 4<sup>th</sup> - Superintendent; and 5<sup>th</sup> - Board of Education of Nebo School District. Students are entitled to due process and may appeal the disciplinary action imposed by following the procedures set forth in Policy #JD – Student Conduct and Discipline.

### **13. EMPLOYEE VIOLATIONS AND DISCIPLINE**

- 13.1** Any employee who violates this Policy #CG and/or applicable administrative procedures, directives, and rules governing the use of School District computers may be subject to disciplinary action, up to and including employment termination. Professionally licensed employees may be referred to the Utah Professional Practices Advisory Commission (UPPAC), along with any and all evidence, for investigation and possible disciplinary action against professional licensing. Illegal uses by employees of School District computers will also result in referral to law enforcement authorities.

- 13.2** In the event of a violation of Policy #CG by an employee, appropriate disciplinary action may be taken against the employee by following established Board policies, administrative procedures, and procedures set forth in the Certified Employees Agreement, Classified Employees Agreement, or Memorandum of Understanding, as applicable. All employee disciplinary action must be directed through the Director of Human Resources and involve the following individuals in the order listed depending upon the nature and severity of the disciplinary action imposed: 1<sup>st</sup> - Principal or Supervisor; 2<sup>nd</sup> - Director of Human Resources; 3<sup>rd</sup> - Elementary/Secondary Director, if applicable; 4<sup>th</sup> - Superintendent; and 5<sup>th</sup> - Board of Education of Nebo School District. Employees are entitled to due process and may appeal the disciplinary action imposed by following the “Grievance Procedures” set forth in the Certified Employees Agreement, Classified Employees Agreement, or Memorandum of Understanding, as applicable.

### **14. COMPUTER USE AGREEMENTS**

- 14.1** Annually, each employee authorized to access the School District’s computers, networks, email services, and Internet access is required to sign an “Employee Computer Use Agreement” stating that they have read the Agreement and this Policy #CG, and that they agree to comply with the terms and conditions set forth therein. The “Employee Computer Use Agreement” will be retained in the employee’s School District file.

- 14.2** Each school year, every student authorized to access the School District’s computers, networks, email services, and Internet access shall be required to provide the school a “Student Computer Use Agreement” signed by the student and a parent/legal guardian stating that they have read the Agreement and this Policy #CG, and that they agree to comply with the terms and conditions set forth therein.

### **15. NOTICE**

Notice of the availability of this Policy #CG shall be posted in a conspicuous place within each school.

## 16. BOARD REVIEW

The Board of Education of Nebo School District shall review this Policy #CG at least every three (3) years.

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### EXHIBITS

None

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### REFERENCES

Children's Internet Protection Act of 2000, as amended, 15 U.S.C. §6501, et seq. (P.L. 106-554)  
Protecting Children in the 21<sup>st</sup> Century Act, (P.L. 110-385)  
Communications Act of 1934, as amended, 47 U.S.C. §254, et seq.  
Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. §7001, et seq.  
Children's Internet Protection Act Certifications Required from Recipients of Discounts Under the Federal Universal Service Support Mechanism for Schools and Libraries, 47 CFR 54.520  
Utah Code Ann., §53A-3-422 & §53A-3-423  
Nebo School District Policy #JD, Student Conduct and Discipline  
Nebo School District Policy #JDE, Student Electronic Devices  
Certified Employees Agreement  
Classified Employees Memorandum of Understanding  
Management Team Memorandum of Understanding

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### FORMS

Nebo School District Employee Computer Use Agreement  
Nebo School District Student Computer Use Agreement

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