

Parnassus Preparatory School

INTERNET ACCEPTABLE USE AND SAFETY POLICY

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to the Parnassus Preparatory School (the “School”) computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the School computer system and the Internet, including electronic communications, the School 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 computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources. The School encourages faculty to blend thoughtful use of the School computer system and the Internet throughout the curriculum and to provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School is providing students and employees with access to the School computer system, which includes Internet access. It is not the purpose of the system to provide students and employees with unlimited access to the Internet and electronic mail, or to create a limited public forum for the discussion of issues. Access to the School system is limited to educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities, and for School administration. Users are expected to use the School system to further educational and professional goals consistent with the mission of the School 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 system and access to use of the Internet is a privilege, not a right. Acceptable use of the School’s computer system is the responsibility of the user. The School has the right to monitor its computer system and enforce this policy. Depending

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on the nature and degree of the violation and the number of previous violations, unacceptable use of the School system 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 policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the School system and Internet resources or accounts are considered unacceptable:
1. Users will not use the School 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;
 - 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 the School system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the School system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the School 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

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performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the School system software, hardware, or wiring or take any action to violate the School's security system, and will not use the School system in such a way as to disrupt the use of the system by other users.

5. Users will not use the School system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission.
6. Users will not use the School 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 webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/legal guardians 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 as directory information and verification is made that the School has not received notice from a parent/legal 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 as directory information but written consent for release of the information to be posted has been obtained from a parent/legal guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally

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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 system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”
7. Users must keep all account information and passwords on file with the designated School official. Users will not attempt to gain unauthorized access to the School system or any other system through the School 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 system may not be encrypted without the permission of appropriate School authorities.
 8. Users will not use the School 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 system for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, or for financial gain unrelated to the mission of the School. Users will not use the School system to offer or provide goods or services or for product advertisement. Users will not use the School system to purchase goods or services for personal use without authorization from the appropriate School official.
 10. Users will not review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be used or consumed by minors, without the express written permission of their supervisor/teacher.
 11. Users will not enter into financial or contractual obligations without the prior express written consent of the School Board. Any financial or contractual obligation entered into by a user without the express prior consent of the School Board shall be the sole responsibility of the user.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School premises and without the use of the School computer system also

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may be in violation of this policy as well as other School policies. When the School discovers or receives a report of an unacceptable use originating from a non-School computer or resource, the School may investigate to determine whether the use is connected with the School. 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 the School computer system and the Internet and discipline under other appropriate School 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 official. In the case of a School employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. 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 employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the School 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.

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- C. Executive Director or designee may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the School computer system and use of the Internet shall be consistent with School policies and the mission of the School.

VIII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of the School system, the School does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the School system. By using the School system, School provided equipment, internet, e-mail (both School and personal email accounts accessed via the School server), and/or other electronic communications, the user is consenting to the School monitoring the user's use in all aspects.
- B. Routine maintenance and monitoring of the School system may lead to a discovery that a user has violated this policy, another School policy, or the law.
- C. Parents/legal guardians have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents/legal guardians have the right to request the termination of their child's individual account at any time.
- D. School employees should be aware that the School retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, School employees should be aware that data and other materials in files maintained on the School system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- E. The School 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 policies conducted through the School system.

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/legal guardians, and employees of the School.
- B. This policy requires the permission of and supervision by the School's designated

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professional staff before a student may use a School account or resource to access the Internet.

- C. The Internet Use Agreement form for students must be read and signed by the user and the parent/legal guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the School office.

X. LIMITATION ON SCHOOL LIABILITY

Use of the School system is at the user's own risk. The system is provided on an "as is, as available" basis. The School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School diskettes, tapes, 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 is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through unauthorized use of the School system or the Internet.

XI. USER NOTIFICATION

- A. All users shall receive a copy of this policy relating to Internet use and the appropriate Internet Use Agreement.
- B. This policy and the appropriate Internet Use Agreement provide users with notification of all the provisions herein, including but not limited to the following:
 - 1. Notification that Internet use is subject to compliance with School policies.
 - 2. Disclaimers limiting the School's liability relative to:
 - a. Information stored on School diskettes, hard drives, or servers.
 - b. Information retrieved through School computers, networks, or online resources.
 - c. Personal property used to access School computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of School resources/accounts to access the Internet.
 - 3. Notification that, even though the School may use technical means to limit

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student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

4. 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/legal guardians.
5. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by the Academy's policies on Public and Private Personnel Data and the Protection and Privacy of Pupil Records.
6. Notification that, should the user violate the School'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.
7. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS'/LEGAL GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of School, parents/legal guardians 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/legal guardians are responsible for monitoring their student's use of the School system and of the Internet if the student is accessing the School system from home or a remote location.
- B. By receiving a copy of this policy and the appropriate Internet Use Agreement, parents/legal guardians will be notified that their students will be using School resources/accounts to access the Internet. This policy and the appropriate Internet Use Agreement provide parents/legal guardians with notification of all the provisions herein, including but not limited to the following:
 1. Parent/legal guardian responsibilities.
 2. The Internet Use Agreement must be signed by the user and the parent/legal guardian prior to use by the student.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The Executive Director or designee may develop appropriate guidelines and procedures necessary to implement this policy for submission to the School board

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for approval. Upon approval by the School board, such guidelines and procedures shall be an addendum to this policy.

- B. The School Internet policies and procedures are available for review by all parents, legal guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the School board may regularly revise this policy.