

Bartlett City Board of Education		1021
Descriptor Term: USE OF THE INTERNET AND INTERNET SAFETY	Descriptor Code: Board Operations	Issue Date: 2/27/2014
	Rescinds:	Revised: 12/17/2015

1 The Bartlett City Board of Education provides access to the Internet as an instructional resource
2 and acknowledges that staff and students need reasonable access to various information formats.
3 The Board believes that it is incumbent upon staff and students to use this privilege in an
4 appropriate and responsible manner. The Bartlett City Schools Internet Safety and Responsible
5 Use Policy is intended to prevent unauthorized access and unlawful activities by users online,
6 prevent unauthorized disclosure of or access to sensitive information, and to comply with the
7 Children’s Internet Protection Act (CIPA). This policy applies to all Bartlett City Schools students
8 and employees, as well as volunteers, interns and contracted personnel, whose access to, or use
9 of, Internet and/or e-mail services is provided by Bartlett City Schools.

10 CIPA Compliance and Internet Safety Measures¹

11 The Superintendent or his/her designee will develop and maintain administrative procedures for
12 the appropriate use of the Internet by staff and students. Internet safety measures will include but
13 not be limited to:

- 14 A. Controls for access by students to inappropriate matter on the Internet and the World Wide
15 Web
- 16 B. A safe and secure environment for students when using electronic mail, chat rooms, and
17 other forms of direct electronic communications
- 18 C. Prevention of unauthorized access, including “hacking” and other unlawful activities on-
19 line
- 20 D. Prevention of unauthorized disclosure, use, and dissemination of student personal
21 information
- 22 E. Use of technology to restrict students’ Internet access to material that is obscene or
23 harmful to them

24 The Superintendent or his/her designee shall establish procedures to ensure the district’s
25 education technology is not used for purposes prohibited by law. The process shall include but
26 not be limited to:

- 27 A. Utilizing technology to block or filter Internet access to material that is obscene or harmful
28 to students
- 29 B. Maintaining and securing a usage log
- 30 C. Monitoring on-line activities of students

31 Internet Safety Instruction²

32 Students will receive appropriate instruction in Internet safety as a part of any instruction using
33 devices that provide access to the Internet. Internet safety instruction will include but not be limited
34 to appropriate online behavior, interaction with others while using social networking websites or
35 chat rooms, and awareness of the impact and consequences of cyber-bullying.

¹ Children’s Internet Protection Act (Public Law 106-554)

² T.C.A. §49-1-221

1 The Superintendent or his/her designee shall also provide adequate in-service instruction on
2 Internet safety.

3 Students, parents, and employees will be provided with material to raise awareness of the
4 dangers posed by the Internet and ways in which the Internet may be used safely. Parents of
5 students attending Bartlett City Schools shall also be provided with the district Responsible Use
6 of Network and Electronic Media Agreement and accompanying guidelines for such Agreement.
7 All network users shall abide by all laws, the Responsible Use Policy, and all district security
8 policies when using the district network or district owned devices.

9 Expectations and Responsible Use of Network and Internet

10 The Superintendent or his/her designee shall develop a Responsible Use of Network and
11 Electronic Media Agreement and adopt guidelines for such Agreement that shall apply to all
12 Bartlett City Schools students, employees, volunteers, interns and contractor personnel, whose
13 access to, or use of, Internet and/or e-mail services is provided by or through Bartlett City Schools.

- 14 A. All users shall act in a responsible, ethical, and lawful manner when using the schools
15 district's information technology resources.
- 16 B. Users observing any illegal activities or misuse of the network shall report these activities
17 to appropriate district personnel.
- 18 C. Staff members who supervise students, control electronic equipment, or otherwise have
19 occasion to observe student use of said equipment online shall monitor the use of this
20 equipment to assure that it conforms to the mission and goals of the district.
 - 21 a. Parents/guardians wishing to deny independent access to electronic media
22 involving district technological resources may do so by returning a signed right of
23 refusal form supplied by the school. This document shall be kept on file as a legal,
24 binding document. (In order to modify or rescind the agreement, the user's
25 parent/guardian must provide the principal with a written request.)
- 26 D. Before any employee is permitted use of the district's network or a district owned device,
27 the employee shall sign the Responsible Use of Network and Electronic Media Agreement.
28 Any employee who accesses the district's network for any purpose agrees to be bound by
29 the terms of the Agreement, even if no signed Agreement remains on file.
- 30 E. All users shall follow this policy.

31 Unacceptable Uses of the Network or Internet

32 Bartlett City Schools reserves the right to take immediate action regarding activities on its network
33 that (1) create security and/or safety issues for the district, students, employees, schools, network
34 or computer resources, or (2) other activities as determined by the district as inappropriate.

35 Prohibited and illegal activities include but are not limited to the following:³

- 36 A. Violating any state, federal, or municipal ordinance, such as: accessing or sending
37 pornography of any kind, obscene depictions, harmful materials, materials that encourage
38 others to violate the law, confidential information, or copyrighted materials
- 39 B. Criminal activities that can be punished under law
- 40 C. Selling or purchasing illegal items or substances
- 41 D. Causing harm to others or damage to their property, such as:
 - 42 a. Using profane, abusive language; threatening, harassing language, or making
43 damaging or false statements about others or accessing, sending, or downloading
44 offensive, harassing, or disparaging materials;

³ T.C.A. §39-14-602

- 1 b. Deleting, copying, modifying, or forging other users' names, emails, files, or data;
2 impersonating other users, or sending anonymous email;
- 3 c. Damaging computer equipment, files, data or the network in any way, including
4 intentionally accessing, transmitting or downloading computer viruses or other
5 harmful files or programs, or disrupting any computer system performance;
- 6 d. Using any District computer to pursue "hacking", internal or external to the District,
7 or attempting to access information protected by privacy laws;
- 8 E. Using the network or Internet for commercial purposes, such as:
 - 9 a. Using the network for personal financial gain;
 - 10 b. Using the network for personal advertising, promotion; or
 - 11 c. Conducting for-profit business activities and/or engaging in non-government
12 related fundraising or public relations activities such as solicitation for religious
13 purposes, lobbying for personal political purposes.

14 Penalties for Improper Use of Network or Internet

15 Violation of this policy or the Responsible Use Agreement referenced herein by students may lead
16 to disciplinary and/or legal action including, but not limited to, suspension or expulsion. Violation
17 of this policy or the Responsible Use Agreement referenced herein by staff may lead to reprimand,
18 suspension, dismissal from employment, or criminal prosecution by government authorities.

19 Internet Filtering

20 Bartlett City Schools will use technology protection measures on all district networks for all
21 Internet-enabled, district-owned devices to block or filter the access of material that is obscene,
22 pornographic, and harmful to minors. The district reserves the right to monitor users' online
23 activities and to access, review, copy, and store or delete any electronic communication or files
24 and disclose them to others as it deems necessary. Users should have no expectation of privacy
25 regarding their use of district property, network and/or Internet access or files, including e-mail.

26 The categories of material considered inappropriate and to which access will be blocked will
27 include, but not be limited to: nudity/pornography; images or descriptions of sexual acts;
28 promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate
29 groups; instructions for performing criminal acts, and online gambling.

30 The Superintendent or his/her designee will consider requests from users who wish to use a
31 blocked site for bona fide research or other lawful purposes. This permission will be granted for a
32 specific period of time and internet activity will be logged and reported to the district Network
33 Administrator during this period.