

Dickson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 09/22/22
		Rescinds: 4.406	Issued: 12/01/19

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 responsible manner.

4 5 **EMPLOYEES**

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7 Before any employee is allowed use of the district's Internet or Intranet access, the employee shall sign
8 an agreement, developed by the director/designee that sets out the terms and conditions of such use.
9 Any employee who accesses the district's computer system for any purpose agrees to be bound by the
10 terms of that agreement, even if no signed written agreement is on file.

11
12 The director of schools shall develop and implement procedures for appropriate Internet use which
13 shall address the following:

- 14 1. Development of the Network and Internet Use Agreement
- 15 2. General rules and ethics of Internet access
- 16 3. Guidelines regarding appropriate instruction and oversight of student Internet use
- 17 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 18 • Sending or displaying offensive messages or pictures
 - 19 • Using obscene language
 - 20 • Harassing, insulting, defaming or attacking others
 - 21 • Damaging computers, computer systems or computer networks
 - 22 • Hacking or attempting unauthorized access to any computer
 - 23 • Violation of copyright laws
 - 24 • Trespassing in another's folders, work or files
 - 25 • Intentional misuse of resources
 - 26 • Using another's password or other identifier (impersonation)
 - 27 • Use of the network for commercial purposes
 - 28 • Buying or selling on the Internet

29 30 **STUDENTS**

31
32 The director of schools shall develop and implement procedures for appropriate Internet use by
33 students. Procedures shall address the following.

- 34 1. General rules and ethics of Internet use
- 35 2. Prohibited or illegal activities, including but not limited to
 - 36 • Sending or displaying offensive messages or pictures
 - 37 • Using obscene language

- 1 • Harassing, insulting, defaming or attacking others
- 2 • Damaging computers, computer systems or computer networks
- 3 • Hacking or attempting unauthorized access to any computer
- 4 • Violation of copyright laws
- 5 • Trespassing in another's folders, work or files
- 6 • Intentional misuse of resources
- 7 • Using another's password or other identifier (impersonation)
- 8 • Use of the network for commercial purposes
- 9 • Buying or selling on the Internet

10 11 **INTERNET SAFETY MEASURES**

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13 Internet safety measures shall be implemented that effectively address the following:

- 14
- 15 • Controlling access by students to inappropriate matter in the Internet and World Wide Web
- 16 • Safety and security of students when they are using electronic mail, chat rooms and other
- 17 forms of direct electronic communications
- 18 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 19 students on-line
- 20 • Unauthorized disclosure, use and dissemination of personal information regarding students
- 21 • Restricting students' access to materials harmful to them
- 22

23 The director of schools/designee shall establish a process to ensure the district's education technology
24 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process
25 shall include but not limited to:

- 26
- 27 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 28 materials that is obscene, child pornography or harmful to students
- 29 • Maintaining and securing a usage log
- 30 • Monitoring on-line activities of students²
- 31

32 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
33 address and communicate, its Internet safety measures.

34
35 The Acceptable Use Agreement providing parental consent shall be required prior to the student being
36 granted access to electronic media involving district technological resources. The required Acceptable
37 Use Agreement specifies, acceptable uses, rules of on-line behavior, access privileges and penalties for
38 policy/procedural violations, must be signed by the parent/legal guardian of minor students (those
39 under 18 years of age) and also by the student. This document shall be executed each year and shall be
40 valid only in the school year in which it was signed. A parent/guardian who does not want their student
41 to access electronic media must submit in writing a request not to use, to the school principal.

42 43 **E-MAIL**

1 Users with network access shall not utilize district resources to establish electronic mail accounts
2 through third-party providers or any other nonstandard electronic mail system. All data including e-
3 mail communications stored or transmitted on school systems computers shall be monitored.
4 Employees/students have no expectation of privacy with regards to such data. E-mail correspondence
5 may be a public record under the public records law and may be subject to public inspection.³
6

7 **SOCIAL MEDIA**

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9 Any accounts associated with the Dickson County School System or its schools or departments are the
10 property of the System. Any login or password information must be returned when employment
11 relationships end.
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13 **INTERNET SAFETY INSTRUCTION⁴**

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15 Students will be given appropriate instruction in Internet safety as a part of any instruction utilizing
16 computer resources. The director shall provide adequate in-service instruction on Internet safety.
17 Parents and students will be provided with material to raise awareness of the dangers posed by the
18 Internet and ways in which the Internet may be used safely.
19

20 **VIOLATIONS**

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22 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
23 with the existing disciplinary procedures of this District.
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Legal References

1. TCA 39-14-602
2. 47 U.S.C. § 254; Federal-State Joint Board on
Universal Service, CC Docket No. 96-45
Report and Order (March 30, 2001)
3. TCA 10-7-512
4. TCA 49-1-221