

## **INTERNET SAFETY**

### **Introduction**

The Internet is a source of instructional material to which students and staff members have access both in and outside of schools. The Internet provides access to curricular and other educational material, and provides experience in locating, evaluating, and using information delivered electronically. The Internet is accessed through an increasing variety of electronic devices including those beyond what is provided by the Cuyahoga Falls City School District.

Although the Cuyahoga Falls City School District is committed to promoting safe, civil, and legal online activity for children, resources and information found on the internet varies in quality and appropriateness for informational/instructional purposes. Furthermore, materials entering the school via the internet, unlike other curricular materials (textbooks, software, etc.), have not been selected and approved by the Board ahead of time. For these reasons, safety issues will undoubtedly arise around access and use of the internet. Therefore, in order to uphold the commitment to provide a safe learning environment for children, the Cuyahoga Falls City School District makes the following statement regarding its network:

The Cuyahoga Falls City School District's network has a limited educational purpose. The District's Internet and Intranet systems have not been established as a public access service or a public forum, therefore the Cuyahoga Falls City School District has the right to place restrictions on use to ensure that the use of the systems is in accord with its limited educational purpose.

Additionally, in order to allow students and staff access to instructional material from the internet, to help prevent access to material which is deemed inappropriate for classroom use, and to promote safe and appropriate online behavior, the following four-step approach will be used:

1. Acceptable Use Agreement- Any student or staff member using the Internet from within Cuyahoga Falls City School District's network must have a valid, Acceptable Use Agreement on file.
2. Technology Protection Measure (Filter)- All District-owned devices in all District facilities which are capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful, or violent material.
3. Supervision-When students use the Internet from school facilities, District employees will make a reasonable effort to supervise student access and use of the Internet. If resources/material are accessed that violate the Cuyahoga Falls City Schools Acceptable Use Agreement, the District staff member will instruct the student to cease using that material, and/or implement student disciplinary measures.

4. Instruction- All students will be educated about appropriate online behavior (digital citizenship), including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Students will also be made aware of how to identify and avoid scams, cybercrimes, and online predators.

### Scope

The purpose of this policy will be to outline how the Cuyahoga Falls City School District will be proactive in limiting the number of incidents that arise due to access to the internet, as well as how the District will respond when issues around use of the internet do arise.

This policy applies to all members of the Cuyahoga Falls City Schools community (including staff, students, volunteers, parents/guardians, visitors, community users) who have access to and are users of Cuyahoga Falls City Schools I.T. systems/devices, both in and out of the school.

This policy applies to incidents of inappropriate online behavior (e.g. cyber-bullying, cybercrime, scamming, etc.), including behavior that takes place outside of the Cuyahoga Falls City Schools, but is linked to the Cuyahoga Falls City Schools.

### Development, Monitoring, and Review of this Policy

The Instructional Technology Director is responsible for ensuring the online safety of members of the school community as they navigate their day-to-day activities. However, since the Instructional Technology Director is responsible for responding to incidents of misuse by both students and staff, at least one other Cuyahoga Falls City Schools administrator will also share these responsibilities. In the event that the Instructional Technology Director needs support due to a serious allegation involving a staff member(s), this co-responsible administrator will provide the appropriate support.

The Instructional Technology Director is also responsible for supervising those staff members who develop, monitor and review this policy. He/she will also ensure that appropriate training is provided as necessary to those staff members who will be modeling, monitoring, and instructing students with regard to this policy.

Monitor/Review: This policy will be monitored by the I.T. Director, and periodically reviewed through consultation with the whole District community through a range of formal and informal meetings.

The implementation of this policy will be monitored by the District's: Instructional Technology Director.
Monitoring will take place at regular intervals.
The District will monitor the impact of the policy using: Incident report logs, internet activity/filtering logs, internal systems monitoring, and surveys
The Board of Education will receive a report on the implementation of this Policy generated by the Instructional Technology Director (which will include anonymous details of Internet safety incidents) at regular intervals.
The Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Internet safety or incidents that have taken place.
Should serious Internet safety incidents take place, the following persons/agencies should be informed: Superintendent or designee.

### Procedures for Implementation

In order to implement this Policy, The Cuyahoga Falls City School District will implement the following procedures:

1. The Cuyahoga Falls City School District Internet Use Policy represents a good faith effort to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.
  - a. Students and others with access to the District network will be required to sign an Acceptable Use Agreement.
  - b. Student and staff users of the District Internet system will receive instruction regarding The Cuyahoga Falls City School District' Internet system and their responsibilities under this policy.
  - c. Student use and activities will be structured in a manner that is appropriate to the age and skills of students, recognizing the importance of providing more secure environments for younger students and supporting safe, responsible, independent use by older students.
  - d. Procedures will be established and implemented and instruction provided relative to the access and use of the District Internet system by non-District personnel, including but not limited to, volunteers, parents/guardians, visitors, community users or other non-District users.
2. *Student* use of the District network will be governed by this Policy, related Board Policies and school procedures and regulations, and the student disciplinary Code of Conduct. *Staff* use will be governed by this Policy, related Board Policies and school procedures and regulations. Users have limited privacy expectations in the contents of their personal files and records of their online activity while on the District system.

- a. The District will implement guidelines for bring your own device (“BYOD”) in the context of instructional activities that are in accord with the provisions set forth in this Policy and related Board Policies, with the exception that it is recognized that these devices operate outside of the District system and thus may not subject to District filter. All regulations will be consistent with legal standards and laws related to search, seizure, and review
  - b. District allows some District-owned devices to be taken home and access to the Internet from home. The use of these devices when off-campus must align with Board Policy and must be used only for educational purposes.
3. The Cuyahoga Falls City School District makes no warranties of any kind; either express or implied, that the functions or the services provided by or through The Cuyahoga Falls City School District network will be error-free or without defect. The Cuyahoga Falls City School District will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The Cuyahoga Falls City School District is not responsible for the accuracy or quality of the information obtained through the system. The Cuyahoga Falls City School District will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents/guardians of users will not hold The Cuyahoga Falls City School District accountable for any losses sustained as the result of misuse of the system by user. **Use of the system by students will be limited to those students who have signed the Acceptable Use Agreement, which contains a release of liability for the District from any and all claims arising from use of the system.**
  - a. The Cuyahoga Falls City School District's Network Manager/Technical Staff (NEONET) will protect against access to materials that are considered inappropriate for users to access through the District network in the following manner:
    - i. District regulations will designate certain categories of materials as Prohibited, Restricted, or Limited Access Material.
      1. Prohibited material may not be accessed by the students or staff at any time, for any purpose. This includes the material to be restricted under the Children's Internet Protection Act.
      2. Restricted material may not be accessed by elementary or middle school students, but may be accessed by high school students in the context of specific learning activities that have been approved by the building administrator or by staff for professional development purposes.
      3. Limited access material is material that is generally considered to be non-educational or entertainment. Limited Access Material

may be accessed in the context of specific learning activities that are directed by a teacher.

- ii. The Cuyahoga Falls City School District's Network Manager/Technical Staff will implement the use of a Technology Protection Measure, or filter, to protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. The filter may also be configured to protect against access to other material considered inappropriate for students to access.
  - iii. The filter may not be disabled at any time that students are using the network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.
  - iv. Authorized staff may override the filter to access to sites containing appropriate educational material. The building principal will implement procedures to ensure that teachers and students can readily override the filter if it is blocking access to sites considered necessary for instruction or learning activities. The determination of whether material is appropriate for instructional use shall be based on the content of the material and the intended use of the material, not on the protection actions of the filter.
  - v. All school staff with direct responsibilities for the safety and well-being of students will have the authority to immediately override the filter to review material related to safety concerns. Those with such responsibilities include, but are not limited to, teachers, administrators, counselors, and school psychologists.
- b. The Cuyahoga Falls City School District will implement procedures to supervise and monitor student use of the Internet through staff supervision and technical monitoring. In addition, each building Principal will be responsible for ensuring that student use of the network is supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.
  - c. The Cuyahoga Falls City School District and schools will comply with existing Board Policies to protect the safety and security of students when using direct electronic communications, including the instructional use of email, instant messaging, blogs, wikis, social networking and other similar interactive communication technologies.
4. The District's Acceptable Use Agreement includes requirements that address the following safe and responsible use issues:

- a. Internet-Terms and Conditions
    - i. Acceptable Use (For educational purposes ONLY)
    - ii. Privileges
    - iii. Unacceptable Use (i.e. transmission of copyrighted material, threatening and obscene material, or material protected by trade secret; commercial use, use of product advertisement or political lobbying; use of obscene, pornographic, vulgar, threatening, harassing, abusive, defamatory language or other graphic communication)
    - iv. Netiquette (e.g. polite and appropriate)
  - b. Internet Safety
    - i. Individual Responsibility
    - ii. Personal Safety
    - iii. Hacking or other illegal activities
    - iv. Vandalism and Harassment (i.e. any actions, including harassment and bullying, that are in violation of the Student Handbook/Code of Conduct.
    - v. Confidentiality of Student Information
    - vi. Active Restriction Measures
5. The Cuyahoga Falls City School District's Network Manager/Technical Staff (NEONET) will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students.
- a. The Cuyahoga Falls City School District and/or NEONET will ensure that the technical infrastructure is secure and any Ohio and Federal online safety policies apply.
  - b. The Cuyahoga Falls City School District and/or NEONET will ensure that the use of the network is regularly monitored, so that any misuse can be reported to the Principal and IT Director for investigation.
  - c. The Cuyahoga Falls City School District and/or NEONET will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws, and that such monitoring software/systems are implemented and updated.
  - d. The Cuyahoga Falls City School District and/or NEONET will comply with Board Policy pertaining to the transmission of student confidential information via direct electronic communications to ensure that such transmissions comply with the federal and state of Ohio - student privacy laws.
  - e. The Cuyahoga Falls City School District and/or NEONET will comply with Board Policy addressing the disclosure of student information and images and

posting of student-created material on The Cuyahoga Falls City School District website to ensure that such postings comply with the federal and state student privacy laws.

- f. The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature and related to instruction around appropriate online behaviors.
6. The Cuyahoga Falls City School District will educate both staff and students about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.
    - a. The CTIS/MS team will provide instructional support that addresses issues related to acceptable use, netiquette, and personal safety when using the internet.
      - i. Age appropriate materials will be made available for use across grade levels.
      - ii. Ongoing training regarding online safety will be made available for administration and staff.
      - iii. Parents/guardians will be provided with resources intended to increase their awareness of online safety risks, issues, and appropriate ways to respond.
  7. The Cuyahoga Falls City School District network is a limited public forum. The Cuyahoga Falls City School District may restrict access to materials or may place restrictions on student speech for valid educational reasons.
  8. The Cuyahoga Falls City School District will protect the rights of copyright holder by teaching students to acknowledge the source of information used and to respect copyright laws and ethics, when using material accessed through the internet.
  9. The Cuyahoga Falls City School District will implement regulations for the posting of material on District and school websites that will promote the effective educational use of the Internet, protect the privacy rights and other rights of students and staff, limit potential liability of The Cuyahoga Falls City School District for the inappropriate placement of material, and present an image that will reflect well on the District, schools, staff, and students.
    - a. These regulations will allow for the posting of student names, images, and work product, in a manner that is considered safe given the grade level of the students.

- b. These regulations will cover material that is posted in internal class-based instructional environments, as well as material posted on publicly accessible District or school websites.
  - c. These regulations will be in compliance with the Federal Educational Rights and Privacy Act as well as O.R.C. §3319.321.
10. Student and staff access to The Cuyahoga Falls City School District Internet system will be in full compliance with Section 504 of the Rehabilitation Act of 1973, Title 11 of the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 1973, as well as O.R.C. §3319.321.

#### Notice

11. Each school will provide an annual written notice to the parents/guardians of students about the District Internet system, the policies governing its use, and the limitation of liability of the District.
- a. Upon enrollment in a school, parents/guardians must sign the Acceptable Use Policy (AUP), and annually thereafter.
  - b. Each time a user logs in to the District network using a District-owned device, they will be prompted to read and accept the District's AUP before access is granted.
  - c. The AUP addresses the requirements for safe and responsible use.