

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-2022

Page 1 of 5

ELECTRONIC RESOURCES AND INTERNET SAFETY

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

Network

The district network includes wired and wireless devices and peripheral equipment, data storage, electronic communications and all Internet content. The district reserves the right to prioritize the use of, and access to, the network.

Primary use of the network is to support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff include:

- A. Creation of digital data and resources in support of education and research;
- B. Participation in collaborative sites and groups, and the creation of digital content that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum-related materials, and student work. Sources must be cited appropriately;
- D. Use of the network for incidental personal use in accordance with all district policies and procedures; and
- E. Connection of personal electronic devices to the district's open wireless network. Connection of any personal electronic device is subject to all procedures in this document and district policy.

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-2022

Page 2 of 5

Unacceptable network use by district students and staff includes but is not limited to:

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Support for or opposition to ballot measures, candidates, and any other political activity;
- D. Hacking or other malicious actions and breaches of security;
- E. Unauthorized access to all district electronic systems;
- F. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- G. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- H. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material
- I. Attaching unauthorized devices to the district secure network. Any such device may be confiscated and additional disciplinary action may be taken; and
- J. Any unlawful use of the district network and Internet resources.

The district will not be responsible for any damages or loss suffered by any user resulting from use of any district electronic resource or equipment. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on publicly accessible Internet resources;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. Student pictures and names can be published on public class, school, or district website. Students/families wishing to opt out of this practice can do so by contacting the principal's office and completing an opt-out request;

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-2022

Page 3 of 5

- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; and
- E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the [Children's Internet Protection Act \(CIPA\)](#). Other objectionable material may be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or security systems;
- C. District e-mail is filtered by a SPAM firewall to prevent malicious and unsolicited from entering district mailboxes;
- D. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort during instructional time to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district;
- E. Staff must make a reasonable effort to become familiar with Internet usage and to monitor, instruct, and assist effectively;
- F. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district; and
- G. The district will provide a procedure for students and staff members to request access to internet websites blocked by the district's filtering software. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request.

Internet Safety Instruction

K-12 students will be educated on appropriate digital citizenship:

- A. Age appropriate materials will be made available for use across grade levels; and
- B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-2022

Page 4 of 5

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the authorization of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the [Fair Use Doctrine](#) of the United States Copyright Law ([Title 17, USC](#)) and content is cited appropriately.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

Network Security and Privacy

System accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account passwords.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district requirements;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Lock the screen or log off if leaving the device for an extended period of time.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-2022

Page 5 of 5

No Expectation of Privacy

The district provides the network systems and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- A. The district network, including when accessed on personal electronic devices and on devices provided by the district;
- B. Software applications and Internet usage;
- C. All electronic communications and data;
- D. District owned devices and personal devices connected to the district network;
- E. Any and all information transmitted or received in connection with network and Internet use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files on district servers are backed up regularly. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the district's user agreement, Electronic Resources policy, or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

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