

**INTERNET ACCEPTABLE USE AND SAFETY**

**Policy 316**

**I. Purpose**

The purpose of this policy is to set forth expectations for access to Lakes International Language Academy (“the School”) computer systems 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 while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the School computer system and the Internet throughout the curriculum and will 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. The purpose of the system is more specific than providing students and employees with general access to the Internet. The School system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the School system to further educational and personal goals consistent with the mission of the School and school policies. Uses that 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 computer system and access to use of the Internet is a privilege. Depending 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.

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**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. Language or images that are inappropriate in the education setting or disruptive to the educational process;
    - c. Information or materials that could cause damage or danger of disruption to the educational process;
    - d. Language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination except as allowed in the Controversial Issues policy.
  2. Users will not use the school computer system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. See also Policy 302, Anti-Bullying, which addresses cyber-bullying.
  3. Users will not use the School computer system to engage in any illegal act or violate any local, state or federal statute or law.
  4. Users will not use the School computer 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 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 the implied or direct permission of that person.
  6. Users will not attempt to gain unauthorized access to the School computer 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.
  7. 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

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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.

8. Users will not use the school computer system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the School's mission.
  
- B. 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 Director or Executive Director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. 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 Principal, the Director or Executive Director.

**VI. Filter**

- A. With respect to any of its computers with Internet access, school personnel will monitor the online activities of all users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, pornographic or 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 ; 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 sexual acts, or a lewd exhibition of the Genitals; and
  3. Taken as a whole, is not age appropriate or relating to the course content during school hours.
  
- C. An administrator, supervisor or other person authorized by the Executive Director or his/her 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

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policies and the school's mission.

**VIII. Limited 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 only limited privacy in the contents of personal files on the school system.
- 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. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents/Guardians have the right to investigate or review the contents of files generated by their student.
- E. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and email 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 Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. 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.
- G. When using a private connection to the Internet within school premises, minors and adults are still subject to this policy.

**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 and school employees.
- B. This policy requires the permission of and supervision by the School's designated professional staff before a student may use a school account or resource to access the Internet.

**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 hard drives, other storage devices, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries 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.

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**XI. User Notifications**

A. All users shall be notified of the school policies relating to Internet use. Notification of this policy shall be digitally distributed to staff and parents/guardians annually, including 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 storage devices, 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.
  - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - f. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - g. 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/guardians.
  - h. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the Public and Private Personnel Data policy and Use of Student Records policy.
  - i. Notification that, should the user violate the School's acceptable use policy, the users access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.
  - j. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

**XII. Implementation and Policy Review**

- a. The School may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- b. The School shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- c. The School Internet policies and procedures are available on the school's website. A copy is available upon request.

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