Maryville City Schools Board of Education

Monitoring: **Review: Biennially in March**	Descriptor Term: **Information Technology**	Descriptor Code: **9.17**	Review Date: **05/01/18**
		Rescinds:	Last Revision:

AUTHORIZATION: Policy coordinators will ensure enforcement of policies and provide for adequate supervision of students using MCSNet[1]. The Board appoints the Director or his/her designee to serve as policy coordinator for the LEA. All policies are developed in coordination with state agencies as appropriate. At the school level, the principal or his/her designee will serve as policy coordinator. Teachers will provide adequate supervision of students using the network and ensure signed authorizations are on file for all students before they are allowed to access the network. There should be no expectation of privacy when using devices, accessing digital curriculum resources, or navigating the Internet.

RESPONSIBILITY: The Board supports the privilege of faculty, staff, students, or any authorized user to have reasonable access to various electronic information formats via MCSNet. However, it is incumbent upon those individuals to use this privilege in an ethical and responsible manner. Therefore, the Director or his/her designee will develop and implement appropriate policies and resources to provide guidance for faculty, staff, students, or any authorized user's access of these electronic information formats. These policies will comply with the rules established by the Children's Internet Protection Act (CIPA), the Federal Communications Commission (FCC), the Neighborhood Children's Internet Protection Act (NCIPA), and the Protecting Children in the 21st Century Act.

NETWORK: The Maryville City School Board recognizes that access to its MCSNet will allow opportunities for students, staff, and faculty to access, communicate, and publish information. The Board believes that the resources available through its network and the skills students will develop in using it are valuable to the learning process and necessary to meet the learning goals of the district. While the Board will endeavor to address concerns as they arise, it is impossible to anticipate every challenge of such a progressive initiative.

The Board, by means of MCSNet, intends to provide educational activities [1]only and does not intend to provide a first amendment forum for free expression purposes. Therefore, the Board grants access by users for educational activities authorized under this policy, procedures, and the specific limitations contained therein.

INTERNET POLICY: Policies and procedures created in compliance with the above will include procedures on responsible use for both staff and students, including, but not limited to, rules and ethics; appropriate use of the Internet for

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instruction; age-appropriate use of materials on the Internet; prohibited and illegal activities; how to report misuse; digital citizenship; safe use of email and electronic messaging; and disciplinary actions for abuse. The Board will further ensure that MCSNet is filtered to prevent students and staff from accessing inappropriate or harmful materials. Training will be in place to teach students and staff the importance of protecting personal information.

RESPONSIBLE USE: A (signature required) Responsible Use Policy (RUP) and iReach Resource Guide will be created and maintained for both staff and students. The Board will disseminate and discuss the school system's Internet safety policy at a public meeting: with families during device deployment each year; with students in the classroom; and, as a detailed component of the iREACH Resource Guide.

An RUP agreement shall be in place before staff or students are granted access to electronic media involving direct resources. In addition, the signature of the MCS Responsible Use Policy also holds parents, students, and staff responsible for the contents of the iREACH Resource Guide[1]. The required permission/agreement form shall specify acceptable use, guidelines for safe use, and rules for behavior, access privileges, and penalties for policy violations. The agreement must be signed by the parent(s) and/or guardian(s) of minor students (under 18 years of age) and by the student with an indication that permission for Internet access is granted. The document will be kept on file as a legal document. In order to modify or rescind the agreement, the student's parent(s) and/or guardian(s) or student (if over the age of 18) must provide the Director or his/her designee with a written request. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of the Responsible Use Policy even if no signed agreement is on file. Failure to honor the terms of the Responsible Use Policy (RUP) and the iREACH Resource Guide may result in the denial of Internet and other electronic media accessibility. Furthermore, the user may be subject to disciplinary action, and if applicable, the device may be recalled and other usage privileges revoked.

SOCIAL MEDIA: Maryville City Schools' Social Media Policy includes guidelines for both Official Maryville City Schools Accounts that are specifically branded as associated with MCS at the district, school, classroom, club, sport, or event levels; and Personal Accounts that are accounts set up by an individual to connect on a personal level with friends and family. Annually, through Maryville City Schools' Compliance Training, all employees will complete an online review of the Social

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1 Media Policy and acceptance of terms therein.
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3 **LIABILITY:** Employees or students failing to adhere to stated policies may be
4 subject to the consequences of improper use, as defined in the Responsible Use
5 Policy *(*RUP), iReach Resource Guide, or Employee Code of Conduct.   Users will
6 indemnify and hold the school district and Board harmless from any losses
7 sustained as the result of intentional misuse by the user. The System will not be
8 responsible for financial obligations arising through the unauthorized use of the
9 network.
10
11 **WEB PAGES:** The Board authorizes the creation of web pages and maintenance
12 of information provided online for the public. All information must be indicative
13 of the mission, goals, policies, programs, and activities of the school or system.
14 Websites must comply with the Family Educational Rights and Privacy Act
15 (FERPA) and other regulatory bodies as required. Student information is protected
16 from publication on websites, except as defined in the RUP, Resource Guide, and
17 Media Release. Staff or student produced web pages are subject to review and
18 approval at the school and district levels.
19
20 **EMAIL:** Administrators may periodically review email logs and/or messages sent
21 and received via MCSNet as part of standard maintenance and security monitoring.
22 Users have no reasonable expectation of privacy when using MCSNet or district-
23 issued equipment. Maryville City Schools archives all non-spam emails sent
24 and/or received via MCSNet for a minimum of one month or in accordance with
25 Records Management for Municipal Governments.
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27 Maryville City Schools' Responsible Use Policies (RUPs) for students, families, and
28 staff, the iReach RUP and Media Release Signature Page, and the iReach Resource
29 Guide are updated annually and provided to all students and families.
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[1] *MCSNet - includes access to software, websites, and applications, while providing connectivity needed to collaborate and communicate with peers and teachers. A robust filter system is also part of MCSNet, designed to prohibit students and staff from accessing unauthorized and inappropriate digital content.*

[1] *iREACH - Maryville City Schools 1:1 Digital Conversion Model, provides access to a device (tablet or laptop) for each student, K-12, in the school district. Legal ownership of the device belongs to the school system. Using these devices, students have access to an information network - MCSNet.*

[1] *RESOURCE GUIDE - Maryville City Schools iREACH Resource Guide provides current standards of delivery, expectations, & accessibility related to all digital devices, tools, and content. In addition to the RUP, parents and students are held responsible for the information provided in the Resource Guide.*