

CASTLETON-HUBBARDTON UNION SCHOOL DISTRICT**STAFF ACCEPTABLE USE OF ELECTRONIC
RESOURCES AND INTERNET SAFETY POLICY****Policy**

It is the policy of The Castleton-Hubbardton Union School District Board to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit of access to electronic information resources and opportunities for collaboration far exceed the disadvantages.

General Information

The Board supports access to rich information resources by staff as well as the development of staff skills to analyze, evaluate and incorporate electronic resources. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of District electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors. Access to District electronic resources including the Internet will be available to staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of these Policies and Procedures may result in discipline, up to and including dismissal. Any such discipline shall be in accordance with due process and applicable employment contracts, collective bargaining agreements and/or District policies.

Violations may also be referred to local, state or federal law enforcement officials when applicable.

Administrative Responsibilities

The Building Administrator or designee will coordinate and oversee the use of Castleton-Hubbardton Union School District's electronic resources including the Internet. The Building Administrator or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for staff to receive proper training, guidelines for the use the system, monitoring use of the system, and overseeing management of the "acceptable use procedures" agreement process.

The Castleton-Hubbardton Union School District will stipulate in contract that the Internet service providers will not collect, analyze, and/or sell individual or anonymous staff use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of staff use data strictly for the purpose of educational evaluation is acceptable, provided that staff confidentiality standards are maintained. Our Internet service providers must follow these requirements.

The Building Administrator or designee will conduct an annual analysis of the effectiveness of the selected filtering product or service and make recommendations to the Board regarding current and future use of the product or service.

User Responsibilities

During School hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purposes" includes use of the system for educational activities, which may involve e-mail communication, instant messaging, blogging, video conferencing and other web applications.

Staff will respect the rights of copyright owners and will not plagiarize works they find on The Castleton-Hubbardton Union School District electronic network including the Internet by presenting them as their own.

Staff should not expect that any files and records of their online activity created on The Castleton-

Hubbardton Union School District's system are private. Users will be fully informed about The Castleton-Hubbardton Union School District's supervision and monitoring activities and the limitations on their privacy.

Staff may not access materials for any purpose that The Castleton-Hubbardton Union School District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes but not limited to materials that are on blogging sites are obscene or constitute child pornography.

Limitation/Disclaimer of Liability

The Castleton-Hubbardton Union School District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The Castleton-Hubbardton Union School District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on The Castleton-Hubbardton Union School District's electronic resources network including the Internet.

The Castleton-Hubbardton Union School District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The Castleton-Hubbardton Union School District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Due Process

In the event there is an allegation that a user has violated this policy, staff will be provided with notice and opportunity to be heard.

Notice of violations of this policy shall be forwarded to the Building Administrator to evaluate compliance with this policy and the appropriate implementation procedures.

The Castleton-Hubbardton Union School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of The Castleton-Hubbardton Union School District's electronic resources including the Internet.

Castleton Hubbardton School District

Date Warned: September 10, 2009

Date Adopted: October 7, 2009

Legal References:

17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)
Federal Child Pornography Law
47 U.S.C. §230 (Computer Decency Act)
Children' Online Privacy Protection Act
Electronic Communications Privacy Act

Cross References:

F1 (Student Conduct and Discipline)
G2 (Copyright)
G5 (Selection of Instructional Materials)
G6 (Procedures for Handling Complaints)