**Branch Line School Board Policy: Computer Technology and Networks**

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**COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Directors is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the Academy’s network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually. (See also, Policy 7540.03)

The **Educational Service Provider** shall develop and recommend for approval by the Board a written School Technology Plan (STP). Procedures for the proper acquisition of technology shall be set forth in the STP. The STP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the Academy’s network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Academy policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Academy’s network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the School Leader.

However, personal access and use of social media, blogs, or chat rooms from the Academy’s network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the Academy’s network to increase awareness of Academy programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the School Leader.

The **Educational Service Provider** shall review the STP and recommend the approval of any changes, amendments or revisions to the Board annually.

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**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Source: P.L. 106-554, Children's Internet Protection Act of 2000 P.L. 110-385, Title II, Protecting Children in the 21st Century Act 18 U.S.C. 1460 18 U.S.C. 2246 18 U.S.C. 2256 20 U.S.C. 6777, 9134 (2003) 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003) 47 C.F.R. 54.520

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Directors is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Academy's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the Academy's Internet system is in accord with its limited educational purpose. Student use of the Academy's computers, network, and Internet services (Network) will be governed by this policy and the related Administrative Procedures, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Academy’s Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

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Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Academy utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that has not been authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Academy supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The **Educational Service Provider** is directed to prepare procedures which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. the dangers inherent with the online disclosure of personally identifiable information;
3. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

The Board directs **the Educational Service Provider to implement procedures** regarding the appropriate use of technology and online safety and security as specified above. Furthermore, **the Educational Service Provider will implement monitoring procedures for** the online activities while students are at school**.**

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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The **Educational Service Provider** is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Students and staff members are responsible for good behavior on the Academy’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Students shall not access social media for personal use from the Academy’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Academy’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

The Board designates the **Educational Service Provider** as the persons responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to the use of the Network and the Internet for instructional purposes.

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**STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Source: P.L. 106-554, Children's Internet Protection Act of 2000 P.L. 110-385, Title II, Protecting Children in the 21st Century Act 18 USC 1460 18 USC 2246 18 USC 2256 20 USC 6777, 9134 (2003) 20 USC 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 47 USC 254(h), (1), Communications Act of 1934, as amended (2003) 47 C.F.R. 54.520

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Directors is pleased to provide Internet service to staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our school by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Academy's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the Academy's Internet system is in accord with its limited educational purpose. Student use of the Academy's computers, network, and Internet services (Network) will be governed by this policy and the related administrative procedures, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the Academy with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Academy’s Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to

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electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.

The School Leader may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

The **Educational Service Provider** is directed to prepare procedures which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

The Board directs **the Educational Service Provider to initiate** professional development programs in accordance with the provisions of law and this policy. Training shall include:

1. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
2. the inherent danger of students disclosing personally identifiable information online;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online**;** and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, the Board directs **the Educational Service Provider to cause to provide instruction for students** regarding the appropriate use of technology and online safety and security as specified above**, and the Educational Service Provider will implement monitoring procedures for the** online activities while students are at school**.**

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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The disclosure of personally identifiable information about students online is prohibited. **Educational Service Provider** is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that guidance will be provided and instruction offered to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

The Board expects all Academy personnel to be responsible for good behavior on Academy computers/network and the Internet just as in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the Academy’s network, and shall access social media for educational use only after submitting a plan for that educational use and securing the School Leader’s approval of that plan in advance.

General Academy rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Academy’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying procedures.

Social Media Use

Personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may result in unintended consequences. While the Board respects employees First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Academy’s Mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes Academy personnel online conduct that occurs off school property, including from the Academy’s personal or private computer. Postings to social media should be done in a manner sensitive to the staff member’s professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and Academy employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Academy personnel who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

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The Board designates the **Educational Service Provider** as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to the use of the Network and the Internet for instructional purposes.

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**PERSONAL INTERNET ACCOUNT PRIVACY - STUDENTS**

Reference: Michigan Internet Privacy Information Act, PA 478 of 2012 M.C.L. 37.271 et. seq.

The Academy will not:

1. request a student or prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account.
2. expel, discipline, fail to admit, or otherwise penalize a student or prospective student for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account.

The following definitions shall be used for this policy:

1. “Access information” means user name, password, login information, or other security information that protects access to a personal internet account.
2. “Personal internet account” means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user’s account information, profile, display, communications, or stored data.
3. The Academy may:
4. request or require a student to disclose access information to gain access to or operate any of the following:
   1. An electronic communications device paid for in whole or in part by the Academy.
   2. An account or service provided by the Academy that is either obtained by virtue of the student’s admission to the educational institution or used by the student for educational purposes.
5. view, access or utilize information about a student or applicant that can be obtained without any required access information or that is available in the public domain.

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**PERSONAL INTERNET ACCOUNT PRIVACY – STAFF**

Reference: Michigan Internet Privacy Protection Act, PA 478 of 2012 M.C.L. 37.271 et. seq.

The Academy will not:

1. request an employee or an applicant for employment to grant access to, allow observation of, or disclose information that allows access to or observation of the employee’s or applicant’s personal internet account.
2. discharge, discipline, fail to hire, or otherwise penalize an employee or applicant for employment for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the employee’s or applicant’s personal internet account.

The following definitions shall be used for this policy:

1. “Access information” means user name, password, login information, or other security information that protects access to a personal internet account.
2. “Personal internet account” means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user’s account information, profile, display, communications, or stored data.
3. The Academy may:
   1. request or require an employee to disclose access information to the Academy to gain access to or operate any of the following:
      1. An electronic communications device paid for in whole or in part by the employer.
      2. An account or service provided by the employer, obtained by virtue of the employee’s employment relationship with the employer, or used for the Academy's business purposes.
   2. discipline or discharge an employee for transferring the proprietary or confidential information or financial data to an employee’s personal internet account without the Academy's authorization.
   3. conduct an investigation or require an employee to cooperate in an investigation in any of the following circumstances:

a. If there is specific information about activity on the employee’s personal internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct.

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b. If the Academy has specific information about an unauthorized transfer of the Academy's proprietary information, confidential information, or financial data to an employee’s personal internet account.

1. restrict or prohibit an employee’s access to certain websites while using an electronic communications device paid for in whole or in part by the Academy or while using the Academy's network or resources, in accordance with State and Federal law.
2. monitor, review, or access electronic data stored on an electronic communications device paid for in whole or in part by the employer, or traveling through or stored on an Academy's network, in accordance with State and Federal law.
3. screen employees or applicants prior to hiring or to monitor or retain employee communications that is established under Federal law or by a self-regulatory organization, as defined in section 3(a)(26) of the securities and exchange act of 1934, 15 USC 78c(a)(26).
4. view, access or utilize information about an employee or applicant that can be obtained without any required access information or that is available in the public domain.

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**NETWORK ACCESS FROM PERSONALLY-OWNED COMPUTERS AND/OR OTHER WEB-ENABLED DEVICES**

Academy Board members, staff members, students, as well as contractors, vendors, agents, of the Academy may use their personal computer or web-enabled device of any type to access the Academy's server and internal network while they are on-site at any Academy facility, provided the computer and web-enabled device meets the established standards for equipment used to access said server and network, and the individual granted access complies, without exception, with the established standards for appropriate use of the Academy's server and network.

The necessary standards for connecting to the Academy's server and network shall be developed. Access to the standards for connecting to the Academy's server and network using a personal computer or web-enabled device of any sort shall be provided upon request for all to whom this policy applies.

Establishment, and subsequent enforcement, of the standards is intended to minimize the potential exposure to the Academy from damages, including, but not limited to, the loss of sensitive Academy data, illegal access to confidential data, damage to the Academy's intellectual property, damage to the Academy's public image, and damage to the Academy's critical internal systems, from unauthorized use.

Any Board member, staff member, student contractor, vendor, agent of the Academy who violates the established standards, who violates the Academy's Acceptable Use policy, or who accesses the server and network without authorization may be subject to disciplinary action, up to and including expulsion, if a student, termination of employment if a school employee, denial of access if a Board member, or cancellation of the contract with the Academy if a contractor, vendor or agent. Further, the Board member, staff member, student, contractor, vendor, and agent of the Academy who violates the established standards or who violates the Academy's Acceptable Use policy may be denied access to the Academy's server and network in the future.

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