Beaverton School District

ELECTRONIC COMMUNICATIONS SYSTEM

The Beaverton School District now offers a number of electronic communication services. These services are increasingly important to teaching and learning.

Electronic Communication Services

The district offers the following services. Individual access may vary depending on user need, district and school policies:

•   Telephone and facsimile (fax) services.

•   The ability for users to connect to the district administrative computers, the district library system and other central computing services;

•   Enhanced personal communications, including E-mail, voice mail, synchronous (i.e. chat, instant messaging and videoconferencing applications) and asynchronous (i.e. blog and bulletin board applications) communications;

•   Off-site access to data and telephone services;

•   Sharing of instructional and office resources, software and connected hardware (e.g., printers, servers, CD ROM) using both Apple Macintosh and MS Windows platforms;

•   Access to the Internet, Intranet and other outside data networks.

Conditions of Use

Beaverton School District electronic communication services must be used in a responsible, efficient, ethical and legal manner to manage the district and to help students master the curriculum. Use of any electronic communication service implies acceptance of the following guidelines. Failure to follow these guidelines may result in suspension or revocation of the offender's electronic communication privileges.

Qualified Users

The following groups and individuals are entitled to use electronic communications. Each person will have individual security rights that determine which services can be used:

•   All Beaverton School District employees and members of the Board;

- All Beaverton School District students who are supervised or granted permission for use by a district employee and, for non-E-mail Internet access, students who have the permission of a parent or guardian;
- School volunteers, contractors or other users who request guest access to password protected resources in order to conduct business related to the management or instructional needs of the district or to conduct research related to education;

- Community members or other non-school users who wish to access resources that do not require a password or account.

Beliefs Underlying the Use of Electronic Communications

The use of technology for communication can yield new instructional and learning options and can furnish better solutions for the administrative and support needs of the district. This use should be encouraged.

The attainment of state and district curriculum goals is the basis for the instructional use of technology. Accordingly, the use of electronic communications in classrooms should be logically and directly tied to the formal curriculum.

Technology should be used to access instructionally relevant materials and resources that are available at no cost or low cost and that add value to the education of students.

The nature and use of technology for communication in schools and in the work place is rapidly changing. This will require a significant and ongoing district commitment to technology access, training and support. These needs are an important element in all district planning, management and instruction.

The use of technology for communication must be in keeping with legal requirements and standards of good taste. Administrative regulations to establish appropriate practices should be developed and published.

Ethical Standards Underlying Use of Electronic Communications

It is expected that users will understand and comply with all district regulations and with all legal requirements related to the use of electronic communications.

The district's electronic communications system shall be used for educational purposes consistent with the district's mission, priorities and beliefs. Educational purposes do not include commercial use, use for personal financial gain or political advocacy.

Electronic communications shall be respected as private exchanges.

Users shall employ electronic communications in a thoughtful manner that is respectful of the language and content sensitivities of individuals and that is appropriate within an educational environment.

All public and private communications shall be conducted so that both sender and recipient are fully and accurately identifiable.

All public and private communications shall be positive and constructive in tone.

Users shall work to protect the integrity and reliability of the communications system.

Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the electronic communication system.

Acceptable Uses of Electronic Communication Services

Terms:

Technology protection measure – as defined by the Children's Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
    a.   Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
    b.   Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
    c.   Harmful to minors

Harmful to minors – as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
    a.   Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
    b.   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 normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    c.   Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

Sexual act; sexual contact – as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.

Minor – as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.

Inappropriate matter – as defined by the district means material that is inconsistent with general public education purposes, the district's mission and goals.

Acceptable uses include activities that support teaching and learning of the district curriculum. Uses may include functions such as electronic or voice mail, real-time electronic conferencing, reading or posting messages on computer bulletin boards, accessing district information databases and other shared resources and dialing into resources external to the district through the Internet or commercial services.

Unacceptable Uses of Electronic Communication Services

A list of unacceptable uses or practices follows. A more detailed breakdown is appended at the end of this document. That list is stated in a manner suitable for use with students and should be included as part of the ***Student Responsibilities and Rights Handbook***.

- Violating the rights to privacy of students and employees of the district.

- Using profanity, obscenity or other language which may be harassing to another user.

- Reposting personal communications without the author's prior consent.

- Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements.

- Using the network for personal financial gain, for any commercial or illegal activity or for promoting the use of tobacco, alcohol or other drugs.

- Spreading computer viruses, whether intentionally or unintentionally by failing to routinely perform a virus scan on disks or files.

- Attempting to degrade, disrupt or monitor the content of transmissions. This will be viewed as criminal activity under applicable state and federal law.

- Downloading, storing or printing files or messages that are profane, obscene or that use language that defames another.

- Wasting or taking supplies such as paper, printer ribbons or diskettes that are provided by the Beaverton School District.

- Accessing non-E-mail Internet services using district equipment or network facilities without agreeing to abide by these guidelines, without the permission or supervision of a district employee (students or non-employees) or without an Internet approval signed by a parent or guardian (students).

- Using hardware, software or network services in violation of copyright or vendor agreements. This includes copying or transmitting software programs for installation on non-district equipment.

- Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:

   1) Harmful to minors;
   2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
   3) A product or service not permitted to minors by law;
   4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
   5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school activity.
   6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

- Other uses that have no reasonable basis for improving the teaching or learning of the district curriculum.

General District Responsibilities

The district will notify users of known copyright infringing activities and deny access to or remove the material.

Staff Responsibilities for Personal and Student Use of Electronic Communication Services

District administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students. The fact that misuse may result in the loss of access privileges should be emphasized. Staff are responsible for monitoring student use of electronic communication services to assure that Internet use is consistent with grade-level guidelines and for guiding students to educationally appropriate sections of the Internet. Staff must assure that non-E-mail Internet access is limited to those students who have been granted permission by a parent or guardian.

User Responsibilities

All staff, student and other users of these services must comply with the statements of ethics and unacceptable uses stated above. Users must maintain network security (e.g., password secrecy). Network privileges are assigned to individuals and may not be shared with others who are not eligible or who have been denied such privileges. Non-E-mail Internet access by students may occur only if authorized by a parent or guardian.

Users must not modify equipment or add telephone, video or data capabilities (other than work stations) to the communications system without prior review and approval from the administrator for instructional technology.

Non-E-mail Student Internet Access by Grade in School

The Internet supports a number of features. These include E-mail, file transfer, news and information forums and access to graphics and sound. During school hours, non-E-mail Internet access by students will be monitored by district staff and student access will be limited as follows:

•   K-3   Limited and infrequent use for specific projects under direct teacher supervision.

•   4-5   Use will be more frequent and project focused, but will be teacher directed and supervised.

•   6-8   Use will be both exploratory and project focused. In all cases student use will be monitored.

•   9-12   Students will have independent use. Access will be monitored to the degree possible in high school settings. However, student access may occur outside of regular classrooms (e.g., study areas, media centers, outside of school hours).

Violations/Consequences

1.   Students

a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

2. Staff

a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
d. Violations of ORS 244.040 will be reported to GSPC.

3. Others

a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone Services

Telephones may be used by staff members for making calls regarding students and other school business. Any personal use of telephones must be for emergency purposes or must occur at times when the employee is not obligated to be involved in job-related responsibilities. Calls which incur per minute or flat fee charges must be made from telephones designated by the supervisor and must be attributable to the employee making the call.

Student use of school telephones is subject to approval by a teacher or other authorized school personnel.

The administrator for information technology must approve the installation of all telephone lines.

BEAVERTON SCHOOL DISTRICT
STUDENT AND STAFF INSTRUCTIONAL EXPECTATIONS FOR
USE OF ELECTRONIC COMMUNICATIONS SERVICES
AND INSTRUCTIONAL TECHNOLOGY

- Always obey copyright laws, don't upload, download, copy or install software illegally. It is a serious federal crime.

- Always use school equipment and supplies wisely. Never waste or take supplies such as paper, print ribbons, electronic components, etc. Never use school equipment or supplies for purposes that are not known and approved by a teacher or administrator.

- Always use your own name. Never forge E-mail by using another individual's name as the sender.

- Always have permission from a teacher or administrator before you order products on-line or access pay services.

- Always be aware of how others may take your message. Don't be vulgar or offensive. Electronic text allows no context clues to convey shades of irony, sarcasm or harmless humor.

- Always print to printers or store files in locations identified by your teacher or administrator for your use. Never send files or print to locations where you, as the sender, are not known.

- Keep your network searches and access related to school learning. If you encounter a site or service that contains material that would not be acceptable as part of a classroom project leave the location immediately.

- Keep your network searches and access related to school learning. Never produce, post or download text, graphics or sound that would be unacceptable for use as part of a classroom project.

- Always leave computer equipment exactly the way you found it. Never alter computer setup files, change file locations, load software or add hardware parts without the knowledge and permission of a teacher or administrator.

- Respect the need for privacy and security. Never share your passwords or telephone access numbers with others and never use a password or telephone access number supplied by another if you do not have permission to use the service. Never try to discover what others are transmitting by phone, E-mail or other means.

- Always address criticism to an individual's personal mail. Don't publicly criticize (or flame) other network users.

- Do use care not to spread computer viruses. Always virus-check downloaded files and disks brought from outside the school before use.

- Do observe standard copyright restrictions; they are the same as for printed materials.

- Do compose E-mail and bulletins off line in order to reduce unnecessary network traffic.

- Do protect your and other's privacy. Never reveal your personal home address or home phone number or those of students or staff.

- Do check your E-mail frequently and file or delete E-mail once you have read it.

- Do not post personal messages on conferences or bulletin boards and don't repost messages you receive without permission of the original sender.