

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

Personal Accounts

The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, to access to the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. School officials, without the consent of the sender or a recipient, will not generally inspect electronic mail in personal accounts, except as required to investigate complaints which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space that does not contain material made public by the student shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts.

The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff, and Board members. The Superintendent in concert with the

system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, guardians, staff, and Board members.

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity that is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive,

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obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

District Web Page(s)

Any and all Web pages representing the District shall be carried and posted only on the District's server and shall be designed and published in accordance with rules promulgated by the Superintendent.

Limiting Access

The administration may make use of technology that attempts to block access by individual users to networked computers, data, or services that provide content that, in the opinion of the administration, is not in

keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of all school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

Use of Computers in a School District Library

The Board, pursuant to state statute, requires when a school District library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted in the following manner:

Utilize a system or method that is designed to prevent a minor from viewing obscene matter of sexually explicit matter that is harmful to minors. To accomplish this, the District will use passwords and filters that restrict Internet access for those less than 18 years of age.

The Superintendent will develop rules concerning library Internet access in compliance with state law.

Approved: September 17, 2003

LEGAL REF: MCL 397.606, amend. June 7 2000

Internet Publishing Guidelines

Students & Student Materials

Internet Publishing Guidelines

These guidelines are in accordance with parent/legal guardian permission forms for publication of student work and copyright laws.

1. No **individual** photos of any child will be published **without additional consent**. * a form must be signed for an individual photo
2. No personal information about the students, such as last name, home address or telephone number will be published.
3. All student work and/or photos will appear with a copyright notice prohibiting the copying of a students work and/or photos without express written permission (examples of copyright format are listed below the comment section)
4. If anyone should request such permission, those requests will be forwarded to the child and their parents/guardians.
5. The copyright of the work will still belong to the student.
6. A copy of all student work that is published to the Internet will be printed and sent home for parents to see.
7. Staff e-mail addresses may be published as long as they are the school assigned addresses designed for this use. I.E.: yourusername@shps.org

Comments on the guidelines:

- **Guideline 1:** One area to be careful with is pictures of student projects that may have the student name on the project. For example a poster frequently has the students name on it large enough to be read even in a compressed photo on the Internet. The name should be obscured either when the photo is taken, or by editing the photo afterward.
- **Guideline 2:** Pictures and movies should be of group activities, not individual students. They may be identified by such captions as: "Here students from Mr. Jones class are doing ..." or "Here are the 4th graders during their field trip to..."
- **Guideline 2:** Try to avoid indirect identification of pictures, such as a photo of an activity with the caption of "Here are the members of the ski club" and then elsewhere a list of the members of the ski club. If there were a dozen or more members in the picture, this is probably ok. If there are three members, it probably isn't. Use common sense.

- **Guideline 2:** The area that may be the most difficult to control here is student writing that might contain personal information. Compositions that include personal details should be edited or not published. How personal and how much detail to allow is a judgment issue. Certainly names and specific schedules need to be avoided.
- **Guideline 3 & 4:** The district has existing policies covering copyright and intellectual property issues. These extend to publishing material on the Internet. All materials should be original unless they specifically state that they may be freely used, or fall within the existing "fair use" criteria. This applies as well to materials that might be downloaded from other web sites to enhance your pages.
- **Guideline 4 & 5:** One area to be careful of is publishing, on the Internet, any materials that might be used by the student for publication in magazines or for contests. These types of activities require that the entries not be published anywhere else first, including the Internet. **So be careful and check with parents before putting that outstanding composition or piece of artwork on the Internet.**

Format for copyright notice:

All publications, multimedia and other copyrighted works developed by South Haven Public Schools students should bear a clear, standard copyright notice imbedded in the title page or screen or other prominent location. A copyright notice must contain the word 'Copyright' or the symbol ©, the year in which the work was published, and the name of the copyright owner. The symbol (c) is often used on electronic works but it has not been accepted as a substitute for © or the word Copyright.

Copyright © 2003 South Haven Public Schools Student
All Rights Reserved

OR

Copyright © 2003 South Haven Public Schools Student
All Rights Reserved.

Created by South Haven Public Schools Student
Your department name or class name

Internet Publishing Guidelines

Standard for Web Publishing

Material appropriate for inclusion and publication on the South Haven Public Schools District Site includes information about our District, school activities and services, departments, staff and students. Educational resources may also be published from time to time. Content published to www.shps.org must comply with the following:

1. All publishing must be in compliance with federal, state and international laws that pertain to copyright and intellectual property rights. Legal use of the network computers is imperative.
2. All published material must comply with existing Board policies, Administration policies and these Internet Publishing Guidelines.
3. Primary location of all published material will reside on the district web server.
4. All efforts must be made to verify links on a regular basis. Links must be viable and accurate.

Expectations of District, Building and Department Publishers:

1. All district pages should portray high quality in grammar, spelling, style and presentation.
2. Designs should be clear, concise and easily accessible.
3. Information must be accurate and verifiable.
4. Copyright laws must be honored and a statement of copyright published when necessary to show that permission was appropriately secured when utilizing protected items.
5. As stated in the Parent Permission Form for student publication, statements of copyright must be included with each student photo, artwork or writing.
6. All publications shall link back to the District site and the Building site.
7. Commercial use is prohibited.
8. Any information regarding our student must be in accordance with Student Guidelines as published on the server of South Haven Public Schools.
9. Webmasters should include their district email address even on pages of the students they are sponsoring. Once again, a student's address or personal information should not be published anywhere on the district website.

Format for copyright notice:

All publications, multimedia and other copyrighted works developed by South Haven Public School's students should bear a clear, standard copyright notice imbedded in the title page or screen or other prominent location. Acknowledgment of creators may be included, if desired. A copyright notice must contain the word 'Copyright' or the symbol ©, the year in which the work was published, and the name of the copyright owner. The symbol (c) is often used on electronic works but it has not been accepted as a substitute for © or the word Copyright. The standard form for a copyright notice for items belonging to our students can be:

Copyright © 2003 South Haven Public Schools Student
All Rights Reserved

Or

Copyright © 2003 South Haven Public Schools Student
All Rights Reserved

Created by South Haven Public Schools Student
Your department name or class name

Parent permission for publication of student photo or work

Please sign and return to your student's teacher

Date _____

Dear Parent or Legal Guardian:

It is the practice of South Haven Public Schools, when preparing work for external publications or on the Internet to seek parent permission before including your child's classroom photo or their work. In order to include your child's photo or work in many projects, we must have your signed permission.

These guidelines will be followed:

- No **individual** photos of your child will be published **without additional consent**.
- No personal information about the students, such as last name, home address or telephone number will be published.
- All student work and/or photos will appear with a copyright notice prohibiting the copying of a student's work and/or photos without express written permission.
- If anyone should request such permission, those requests will be forwarded to the child and their parents/guardians.
- The copyright of the work will still belong to the student.
- A copy of all student work that is published to the Internet will be printed and sent home for parents to see.

Please review the information, sign it, and return the bottom portion of this form to school.

Staff Person _____

School Phone Number _____

Please complete this section and return it to the school

I understand that my child's photo, writing or artwork may be published on the World Wide Web (www). This is referred to above as the Internet (Please check either yes or no for each of the 3 categories listed)

Yes	No	I grant permission for the Internet publishing according to the guidelines listed in this document
		My Child's photo
		My Child's writing
		My Child's artwork

Parent Name _____ Date _____

Parent Signature _____

I, the student also give my permission for publication of my work.
