

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE
AND INTERNET SAFETY POLICY**

The Miami Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network or Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district that provides Internet access to the school district. Upon reviewing this policy and signing and returning form IAUP, Internet Acceptable Application for Use of the Internet and MPS Networks, each student and staff member agrees to follow the policy and will be given the opportunity to access the Internet at school. If a student is under 18 years of age, his/her parent/guardian must also read and sign the form IAUP. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent/guardian.

Listed below are the provisions of the agreement regarding computer network, electronic communication and Internet use. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his/her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are student or staff members in the school district before they are given an access account.

Acceptable Uses

Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

Unacceptable Uses

Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - b) Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - d) Uses that are commercial transactions. Access should not be used to promote personal commercial or political activities. Students may not sell or buy anything over the Internet. Students should not give others private information about the user or others, including credit card numbers and social security numbers.
- 1) **Netiquette** All users must abide by rules of network etiquette, which include the following:
- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - c) Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message of third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - d) Be considerate of sending attachments with email (where there is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- 2) **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via e-mail, instant messaging (IM), or text messages
 - Spreading rumors about others through e-mail, IM, or text messages.
 - Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
 - Stealing another person's login and password to send mean or embarrassing messages from his/her account.

It shall be the policy of Miami Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/ guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

- 1) **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents or guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
- 2) **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
- 3) **"Hacking" and Other Illegal Activities.** It is a violation of this policy to the use of school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- 4) **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activity.
- 5) **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Palo Alto for our technology protection measure (Internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

-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;

-taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- 6) All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or networks that are connected to the Internet backbone. It also includes the deliberate interference with the operation of the school's computer system, whether damage originates in the school or in some other location.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his/her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s)/guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s)/guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parent/guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [7])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

THIS POLICY REQUIRED BY LAW.

ELECTRONIC MAIL

The Miami Public Schools Board of Education is committed to the establishment and maintenance of a quality and equitable electronic communications system. Communications system is defined as voice and data communications. The system's sole purpose shall be for the advancement and promotion of learning and teaching, and the efficient receipt and transmission of announcements and information

The superintendent, or designee, will serve as coordinator of the district's electronic communications system

The district will cooperate fully with local, state, and federal officials concerning inquiries relating to the misuse of the district's electronic communications system.

The district may provide for qualifying students, staff, and school board members to access the district's electronic communications system. If a remote location, such as a home, is used to access the system, any line charge expense incurred will be the responsibility of the user.

Electronic mail is not to be considered confidential. Therefore, information of a confidential nature should not be uploaded into the system. E-Mail messages are subject to district review at all times.

The system administration will not intentionally inspect the contents of electronic mail unless such contents are suspected of containing-defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. The administration will cooperate with all legal authorities to prosecute offenders to the full extent of the law.

Employees are expected to report any inappropriate or unauthorized use of the system as soon as possible to district administration. Because of the possibility of unauthorized access or a breach in the security of the Miami Public Schools Electronic Mail System, an employee will not be accused of or disciplined for misuse of the district's electronic mail system until a thorough investigation has been conducted by a qualified designee of the superintendent. Before discipline action is taken, an employee may request another independent investigation.

The superintendent or designee will provide employee training for the proper use of the system and will ensure appropriate supervision, training, and authorization of students using the district's electronic communications system.

Persons not affiliated with this school district who request guest accounts-will be referred to the superintendent or designee. Guest accounts will be granted or denied on a case-by-case basis consistent with the district's needs, resources, mission, and goals.

Messages on the system will normally be retained by the system until deleted by the recipient. A canceled account will not retain its E-Mail. Members are expected to remove old messages in a timely fashion and the system administrator will have the authority to remove messages not regularly deleted by the members.

The superintendent will be responsible for disseminating, interpreting and enforcing this policy.

REFERENCE: 21 O.S. §1040.75

WEB PAGES

The Miami school district encourages the publication of web pages to foster creativity and communication and to provide students a place to demonstrate what they have learned. All web pages must comply with district web page guidelines.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

District Web Site

The district's web site provides a resource for obtaining information about the district and for informing patrons about classroom activities and board policies. Information concerning the time, date, place, and agenda for the district's board meetings will also be posted on the district's web site. Requests for publication of information on the district web site should be directed to the district designee. District administrators (transportation supervisor, food service director, business manager, etc.) may publish web pages as part of the district's web site. Personal information, not related to education, will not be permitted.

Staff Web Pages

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district.

Staff members linking outside sites to the district server are responsible for checking all material and links prior to submission.

Individual Student Web Pages

Students may, with staff sponsorship, create web pages for publication on the district's web site that are primarily academic, educational, and research oriented.

Student work may be published, with parent permission, only if related to a class project or other school activity. Such work shall not reveal personally identifiable information or prohibited directory information.

Student-created web pages reflect the individual and do not represent the district. Concerns about the content of any page created by a student should be directed to the building principal.

Student web pages may be removed at the end of the school year unless special arrangements are made.

Clubs and Organizations

Web pages published by clubs and organizations may provide information about extracurricular and other school authorized activities, as well as general information relating to the district.

Others

The district may allow other organizations, e.g., parent-teacher groups, booster clubs, etc., to publish web pages.

REFERENCE: Family Educational Rights and Privacy Act, Sec. 438, 20 U.S. Sec. 1232g (1988)

Copyrights, Title 17, as amended, United States Code

CROSS-REFERENCE: Policy EFBCA, Internet And Other Computer Networks Acceptable Use Policy

Policy FL, Student Records

Policy FLD, Student Directory Information

Miami Public Schools Facebook, Twitter, Instagram Users Policy

The Facebook, Twitter, and Instagram Page(s) for the Miami (OK) Public Schools was created to provide a means to keep families and school patrons updated on the great things happening in the district. Miami Schools welcomes the involvement of Facebook, Twitter, and Instagram users to assist in this process and, to that end, encourages anyone with an interest in the Miami Public Schools or its students to "like" or "follow" our pages.

Miami Schools Social Media page(s) users have the discretion to "like" and "unlike" or "follow" and "unfollow" the page(s) as many times or as often as they wish.

The district realizes that not every patron will agree with every post made to this page. The district also believes in the right to free speech guaranteed by the United States Constitution. However, it is important that persons following the Miami Schools Social Media page(s) use common sense with their postings and follow generally accepted rules of civility, politeness and decorum. This policy is intended to help clarify issues of this nature.

By "liking" or "following" the page(s), a user is agreeing to abide by the guidelines set forth in this policy.

Facebook, Twitter, and Instagram users should be aware that Miami Public Schools will not tolerate postings of a sexual nature, involving racial slurs, making intentionally false statements, or using profanity. Any posting of this type is subject to immediate removal and the poster will be banned from further use of the page(s) without notice. Moreover, the appropriate law enforcement authority will be notified of users whose posts convey threats to an individual or the school system.

Arguments involving two or more posters are subject to immediate removal at the discretion of the manager of the page(s), and an entire thread of comments that includes postings from individuals not associated with the argument may be deleted if deemed necessary to restore an air of civility.

If an individual posts a comment that is perceived by the page(s) manager to be an attempt to incite disagreement or argument, the poster will be warned that continued postings of this nature will be removed and the individual may be banned from use of the website. While a reasonable effort will be made to contact the poster, if no means of contact is readily available through Social Media, a ban may be imposed immediately.

Comments critical of individual students or teachers at any school are subject to immediate removal. Postings that are slanderous in nature will be removed and the poster will be warned.

Users of the page(s) do not have the ability to initiate comment threads, only respond to threads created by the district. Postings that are "off topic" are subject to deletion, even if it is only to avoid confusion.

Commercial solicitation of Miami Schools students, employees, or schools is prohibited and posts will be deleted without warning. Business solicitations will result in the poster being banned from the site.

Individuals with specific issues involving students, teachers, administrators or Miami Public Schools in general should be aware that the Miami Schools Social Media page(s) is not the appropriate venue to resolve such issues. Those situations can be properly handled by contacting the appropriate teacher, principal or department head, superintendent or board of education member. Ideally, any issues should be addressed by contacting those individuals in that order.

Miami Schools Administration Office is open Monday-Thursday from 7:30 a.m. until 4:00 p.m. and Friday from 7:30 a.m. until 3:30 p.m. (except on designated holidays or school breaks). Facebook, Twitter, and Instagram users wishing to contact the district for any reason may visit in person at 26 N Main, or call at 918-542-8455, ext. 10.

**INTERNET ACCEPTABLE USE POLICY
APPLICATION FOR USE OF THE INTERNET, ELECTRONIC COMMUNICATION AND MPS
NETWORKS**

This agreement is valid for the _____ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) _____ Home Phone: _____

Grade _____ School _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____