

Section: **GENERAL SCHOOL ADMINISTRATION**

Procedure Title: **Electronic Information System (Networks)**

Acceptable Use Guidelines

Any staff member or student using the Kelso School District network must follow the Acceptable Use Procedures and have a current signed Acceptable Use Agreement on file with the district.

Web page authors must follow the Kelso School District Web Page Authoring Procedures.

Web Page Authoring Procedures

Web page authors need to familiarize themselves with and adhere to the following standards. Failure to follow these standards may result in the loss of authoring privileges or other more stringent disciplinary measures.

1. Content Standards
 - A. All subject matter on Kelso School District Website should relate to curriculum, instruction, co-curricular activities, and general information related to our schools and our mission.
 - B. Non-school material should be limited to information that has educational value and is consistent with the district's goals and policies. Web page links may not include entities whose primary purpose is commercial or political advertising.
 - C. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Neither staff nor students may publish personal pages as part of the district Website, or home pages for other individuals or organizations not directly affiliated with Kelso School District.
 - D. All web pages dealing with activities sponsored by Kelso School District must be hosted or linked from the district web server and follow Kelso School District Web Page Authoring Procedures.
 - E. All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to

objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies.

2. Quality Assurance

- A. Before pages are posted on the district's Website, Web authors will edit and test their page(s) for accuracy of links, and conformance with standards in content and design. For student projects, the supervising teacher will complete the final page editing and testing.
- B. The building administrator/ designee has final responsibility for web page approval.
- C. The district Webmaster will conduct ongoing quality assurance monitoring of the overall district Website for conformance with the standards outlined in these guidelines.

3. Ownership and Retention

- A. All Web pages on the district's server(s) are property of Kelso School District. When a Web author (staff or student) leaves the district, if there is not sufficient reason to retain the page(s), it will be deleted by the district Webmaster.
- B. The district Webmaster will not delete such Web pages without prior notification to the building administrator.

4. Student Safeguards

- A. Student work may be published on building Web pages with written parental consent.
- B. Group and action photos (video or still) and audio clips in which students are not identified by name may be published on district Web pages.
- C. Pictures which identify students by name may be published on building web pages with written parental consent.
- D. Web pages may not include a student's phone number, address, names of other family members, or names of friends.

- E. Published e-mail addresses are restricted to staff members or to a general address for forwarding to a staff member. Web pages may not contain any student e-mail address links or any other type of direct- response links.
- F. Web pages may not include any information which indicates the physical location of a student at a given time without written parental consent.

5. School Board Policies

All documents on district server(s) must conform to School Board Policies and Regulations as well as established school guidelines. All Web authors are responsible for complying with these documents. Some of the relevant issues and related Board Policies include the following:

- A. All communications via the district Website, including links to other sites, will comply with District Board Policy 2314, Electronic Information System (Network).
- B. As specified in District Policy 2313 (Copyright Compliance) no unlawful duplication of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its Web server(s).
- C. Any student information communicated via the district Website will comply with Kelso School District Board Policies on Privacy and Public Use of School Records.
- D. Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with District Board Policy 2314, Electronic Information System Network) and other related policies.

6. Technical Standards

- A. No computers other than those assigned by the Superintendent/ designee shall be configured as Web/FTP servers.
- B. Web authors must exhibit care that Web pages do not require extensive download time. As a general rule, a Web page should not take longer than 50 seconds to download over a 14.4K modem connection.
- C. Each Web page added to the district Website(s) must contain the date of the last update to that page. Pages containing outdated information, such as names of building administrators and teachers, calendars, etc., will be

removed by the district Webmaster. The building “home” page must contain a link back to the appropriate point(s) in the district Website.

- D. Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link can be included, but the actual link should not be made until the final page is actually in place.
- E. All Web pages must be given names which clearly identify them. The names of all documents must coincide with current district naming practices and structures.
- F. Any graphics, sounds, or video used on Web pages must conform to the format currently used or approved by the district.
- G. Final decisions regarding technical standards, and access to active Web pages for editing content or organization will rest with the district Webmaster.
- H. Given the rapid change in technology, some of the technical standards outlined in this document may require change throughout the year. Such changes will be made by the district Webmaster with approval of the Superintendent. These guidelines will be updated annually, or more frequently if required.

Internet Filtering Procedure

The K-20 data network, which enters Kelso School District at Kelso High School, will be filtered to help provide safe and prudent use of the internet system.

Categories, topics and sites which will be filtered by the internet filtering equipment, will be reviewed and maintained by the Internet Filtering Committee appointed by the Assistant Superintendent to help provide safe and prudent use to internet users in Kelso School District. Changes to the categories, topics and sites must be approved by this committee.

While no filtering system is 100 percent effective, students and employees are expected to use good judgment and follow the Acceptable Use Policy.

Internet Filtering Challenge Procedure

The following are steps for an internet filtering access challenge by an individual, group or organization. These procedures must be followed in sequence.

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1. Complaints shall be communicated to the building principal. Every effort shall be made to resolve the concern at the building level. If necessary, the principal shall meet with the complainant and attempt to resolve the issue.
2. If the concern is not resolved through this informal process, the complainant may submit a letter to the building principal. The letter should be submitted within ten (10) working days to the building principal who will forward it to the Assistant Superintendent. The principal will attach a summary of the action taken to the complaint.
3. The Assistant Superintendent will schedule a meeting with the Internet Filtering Committee within thirty (30) working days of receipt of the complainant's letter.
4. The Assistant Superintendent and the Internet Filtering Committee will re-evaluate the complainant's letter with the specific objections in mind as it relates to the internet filtering accessibility. Within ten (10) working days following the review by the Internet Filtering committee, a written decision shall be issued to the complainant.
5. The complainant may appeal the decision of the Assistant Superintendent and the Internet Filtering Committee to the Superintendent within five (5) working days after the date of the decision.
6. The Superintendent, after consideration of the appeal, shall issue a written decision within ten (10) working days with a copy delivered to the complainant. The complainant may appeal the decision of the Superintendent to the Board of Directors within five (5) working days after the date of the decision.
7. The Board of Directors shall hear any appeal in a public hearing within forty-five (45) working days of the receipt of the notice of appeal and shall, after hearing such arguments or presentation of information as it may desire, render a timely decision which shall be final and binding.
8. The Assistant Superintendent, in the interest of conservation of the use of district personnel and resources, may consolidate substantially similar requests for reconsideration of internet filtering access and subject to appeal to the Board of Directors at its next regular meeting, decline to hear repeated or substantially similar requests presented within one (1) year.

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