

POLICY ON EMPLOYEE AND STUDENT ACCESS TO INFORMATION SYSTEMS

The Board recognizes that as telecommunications and other new technologies change the ways that information may be accessed, communicated, and transferred by members of society, that those changes will alter instruction, student learning, and staff use. The Board supports access by students and staff to information systems along with the development of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources, and networked services significantly broaden the information available for schools by opening them to a vast array of resources. In the past, instructional and media materials could be reviewed prior to use by media advisory committees, subjecting all such materials to reasonable selection criteria. Board *Policy 6208* requires that all instructional materials be selected upon the recommendation of the local school's Media Advisory Committee. It outlines responsibilities of the system in providing materials which enrich and support the curriculum; stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards; enable students to make intelligent judgment in their daily lives; present opposing sides of controversial issues; and represent the many religions and ethnic and cultural groups. Telecommunications and systems, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources which may not have been reviewed by educators for use by students of various ages.

Electronic information research skills are fundamental to the preparation of citizens and future employees during the Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff should adhere to the selection of instructional materials as outlined in Board *Policy 6208*.

Staff members are responsible for professional behavior when using school computer networks. The school networks are provided for staff to conduct research, communicate with others and carry out professional responsibilities. Access to network services will be provided to staff who agree to act in a

considerate and responsible manner. Access (use of the network) is a privilege, not a right.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior apply as outline in Board *Policy 5304*. The school networks are provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Parents/guardians will be responsible for malicious actions of their students. Access (use of the network) is a privilege, not a right.

The Board of Education directs staff to use responsible measures to ensure the security and integrity of data but assumes no responsibility for objectionable materials, objective viewpoints, system failure, or user lack of back-up data. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not assume that files stored on district servers will always be private.

Administrative procedures will be developed by appropriate personnel.