http://www.k12.wa.us/EdTech/E-rate/default.aspx .

Safe Internet Use Policy

CIPA (Children's Internet Protection Act, Protecting Children in the 21st Century Act updated by Congress in 2008)

The Internet is a source of instructional material to which students and staff members have access both in and outside of schools. The Internet provides access to curricular and other educational material, and provides experience in searching for, finding, evaluating, and using information delivered electronically.

The Internet can be accessed through an increasing variety of electronic devices including those beyond what is provided by the school. Resources and the material available on the Internet vary in quality and appropriateness for school instructional purposes

Internet safety issues also arise around the access to and use of the Internet, Internet-ready, and other electronic devices in a manner that promotes safe, civil, and legal online activity for children, by recognizing and responding to cyberbullying. Issues of protecting children from scams, cybercrimes, including crimes by online predators also arise.

To allow students and staff access to instructional material from the Internet, to help prevent access to material which is deemed inappropriate for classroom use, and to promote safe and appropriate online behavior, the following four-part approach is instituted whenever a student or staff member is accessing Internet material from an archdiocesan facility

1. Network Use Agreement

Any student or staff member using the Internet from a computer in an Archdiocese of Seattle facility must have a valid, Network Use Agreement on file.

2. Filter

All school/parish owned computers in all facilities which are capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful, or violent material.

3. Supervision

When students use the Internet from school facilities, employees will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the materials selection procedures or the Network Use Agreement/Acceptable Use Agreement, the staff member will instruct the person to cease using that material, and/or implement sanctions contained in the Network Use Agreement.

4. Instruction

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

Internet Use Procedures:

The _____ School's network has a limited educational purpose. The school's Internet and intranet systems have not been established as a public access service or a public forum. _____ School has the right to place restrictions on use to ensure that use of the system is in accord with its limited educational purpose. In order to implement its Internet Use Policy, _____ School will implement the following procedures:

1. The _____ School Internet Use Policy represents a good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.

a. Staff, students and others with access to the school network will be required to sign a Network Use Agreement.

b. Student and staff users of the school Internet system **will receive instruction yearly** regarding the school's Internet system and their rights and responsibilities under this policy.

c. Student use and activities will be structured in a manner that is appropriate to the age and skills of students, recognizing the importance of providing more secure environments for younger students and supporting safe, responsible, independent use by older students.

d. Procedures will be established, implemented, **and instruction provided** relative to the access and use of the school Internet system by non school personnel, including but not limited to, contractors, agency service providers, parents or other non-school users. http://www.k122. Student use of the school network will be governed by this Policy, related school procedures and regulations, and the student disciplinary Code of Conduct. Staff use will be governed by this policy, related archdiocesan and school procedures and regulations, archdiocesan employment policy. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the school Internet system. Users have limited privacy expectations in the contents of their personal files and records of their online activity while on the school's system.

a. The administration will implement guidelines for the use of student-owned personal digital devices in the context of instructional activities that are in accord with the provisions set forth in this policy, with the exception that it is recognized that these devices operate outside of the school system and thus are not subject to school use of technology protection measures to block or monitor access. ***All regulations will be consistent with legal standards and laws related to search, seizure, and review. Any implementation of the use of student-owned personal digital device for instructional use will require separate signed approval by parent/guardian.***

b. The school administration allows some school computers to be taken home and access to the school's Internet system from home. The administration will implement regulations related to the use of these computers when off-campus that seek to ensure the safety and security of students and the appropriate educational use of school resources.

3. _____ School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The school is not responsible for the accuracy or quality of the information obtained through the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the school harmless from any losses sustained as the result of misuse of the system by user. Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against _____ School.

4. The School will protect against access to materials that are considered inappropriate for users to access through the school network in the following manner:

a. The school regulations will designate certain categories of materials as Prohibited, Restricted, or Limited Access Material.

i. Prohibited material may not be accessed by the students or staff at any time, for any purpose. This includes the material to be restricted under the Children's Internet Protection Act.

ii. Restricted material may not be accessed by elementary or middle school students, but may be accessed by high school students in the context of specific learning activities that have been approved by the building administrator or by staff for professional development purposes.
iii. Limited access material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher.

b. The school will implement the use of a Technology Protection Measure, or filter, to protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter may also be configured to protect against access to other material considered inappropriate for students to access.

c. The filter may not be disabled at any time that students are using the network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

d. Authorized staff may override the filter to access sites containing appropriate educational material. The building principal will implement procedures to ensure that teachers and students can readily override the filter if it is blocking access to sites considered necessary for instruction or learning activities. The determination of whether material is appropriate for instructional use shall be based on the content of the material and the intended use of the material, not on the protection actions of the filter.

e. All school staff with direct responsibilities for the safety and well-being of students will have the authority to immediately override the filter to review material related to safety concerns. Those with such responsibilities include, but are not limited to, administrators, counselors, and instructional assistants.

5. The school will implement procedures to supervise and monitor student use of the Internet through staff supervision and technical monitoring. Student use of the network will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

6. The Archdiocese and school staff will establish regulations and procedures to protect the safety and security of students when using direct electronic communications, including the instructional use of email, instant messaging, blogs, wikis, **social networking** and other similar interactive communication technologies.

7. The Student Network Use Agreement developed pursuant to this policy will include requirements that address the following safe and responsible use issues:

a. Access to inappropriate material.

b. Privacy and communication safety standards for self and others

c. Unlawful activities, including computer security violations, actions taken to disrupt the performance of a computer system, and the use of the Internet to engage in other criminal acts.

d. Inappropriate language.

e. Plagiarism and copyright infringement.

f. Actions or use that may disrupt or jeopardize the security or effective performance of The _____ School network or the Internet.

g. Any actions, including harassment and bullying, that are in violation of the Student Handbook/Code of Conduct.

h. Other related issues from the Student Handbook/Code of Conduct.

8. The school will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students.

a. The school staff will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws.

b. The school staff will implement regulations for staff pertaining to the transmission of student confidential information via direct electronic communications to ensure that such transmissions are in compliance with the federal and state student privacy laws.

c. The school staff will implement regulations for staff and students to ensure the protection of student personal information when accounts are established or information is provided by or about students on third party web sites.

d. The school staff will implement regulations addressing the disclosure of student information and images and posting of student-created material on the school web site to ensure that such postings are in

compliance with the federal and state student privacy laws. These regulations will provide greater privacy protection for younger students and allow greater disclosure for older students.

e. Archdiocesan Policy prohibits student-teacher interaction (friending, etc.) on social networking sites unless such interaction is specifically educational in nature and related to instruction around appropriate online behaviors.

9. The school will educate minors about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.
The instruction will address issues related to personal safety when using interactive technologies, as well as digital media literacy.

b. Age appropriate materials will be made available for use across grade levels.

c. Training on online safety issues and materials implementation will be made available for administration, staff and parents.

10. The school will implement copyright management regulations that will protect the rights of copyright holders, including students and staff, related to material that is accessed through the school Internet system or placed on archdiocesan and school web sites.

11. The school will implement regulations for the posting of material on school web sites that will promote the effective educational use of the Internet, protect the privacy rights and other rights of students and staff, limit potential liability of the school for the inappropriate placement of material, and present an image that will reflect well on the schools, staff, and students.

a. These regulations will allow for the posting of student names, images, and work product, in a manner that is considered safe given the grade level of the students.

b. These regulations will cover material that is posted on internal class-based instructional environments, as well as material posted on publicly accessible, or school web sites.

12. Each school will provide an annual written notice to the parents/guardians of students about the school Internet system, the policies governing its use, and the limitation of liability of the district.

a. Upon enrollment in a school, parents/guardians must sign a Internet/Network Use Agreement. (IUA/NUA). The IUA/NUA will be effective for as long as the student attends the particular school.

b. The IUA/NUA will address the requirements for safe and responsible use. It will also solicit parent permission for the posting of information, images, and work products of students in under copyright law.

13. The school administration must hold a public meeting to address the newly adopted Internet safety policies. This is a requirement only when the school had no previous Internet safety policies, or did not provide public notice or meeting when it adopted its Internet safety policy. This notice could be part of a parent meeting (such as a "back to School Night") including the discussing of other topics, and does not have to be held yearly.

14. The administrative responsibilities of the school administrative staff related to the Archdiocese of Seattle network are as follows:

a. The building administrator, or his/her designee, will serve as the coordinator to oversee the school Internet system. The superintendent is authorized to develop regulations and agreements for the use of the school Internet system that are in accord with this policy statement, and other school policies.

b. The building administrator, or his/her designee, will serve as the building-level coordinator for the school Internet system. He/She, in conjunction with both Information and Educational Technology staff and the Office for Catholic Schools, will implement building-level regulations necessary to implement this policy and archdiocesan regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy and related regulations at the building level.

c. The Archdiocesan School Board will be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by schools under this policy. The Board will solicit input and feedback from staff, students, and the parents, in this evaluation process annually.

F. Additional Background: A Brief Summary: Funds for Learning:
http://www.fundsforlearning.com/news/2011/08/fcc-releases-cipa-order
In 2008, Congress passed the Protecting Children in the 21st Century Act that updated the Children's Internet Protection Act known as CIPA. The FCC later released an Order in 20102, adding language to their rules to reflect the statutory language. Beginning with Funding Year 2012, that starts July 1, 2012, applicants will need to certify they have updated Internet Safety Policies that addresses these issues.
ERate- related highlights of the Order:
* The Order adds a certification provision that a **school's Internet safety policy** must provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
* The Order clarifies that although a school's Internet safety policy may include **the development and use of educational materials**, the policy itself does not have to include such materials;
* E-rate applicants who receive Internet access or internal connections must certify on its FCC Form 486 or FCC Form 479, beginning **with funding year 2012**, that it has updated its Internet safety policy;
* The Form 486 and 479 do not need to be amended because the existing language already incorporates a certification of compliance with all of the statutory requirements. The instructions to these forms will be revised to list each requirement individually, including the requirements listed in this Order;
* The Order adds a rule provision requiring a local public notice and a hearing or meeting to address any newly adopted Internet safety policies pursuant to CIPA. This requirement only applies to an entity that has no previous Internet safety policy or did not provide public notice and a hearing or meeting when it adopted its Internet safety policy.
The FCC recognizes that there are some open questions regarding CIPA as it pertains to portable devices and has indicated they will seek public comment in a separate proceeding.