

Staff Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The charter school believes they should be used in schools as a learning resource to educate and to inform.

The charter school supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of charter school computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the charter school, software that blocks or filters such material and information has been installed on all charter school computers having Internet or electronic communications access. Blocking or filtering software 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 staff members over the age of 18.

No expectation of privacy

Charter school computers and computer systems are owned by the charter school and are intended for educational purposes and charter school business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The charter school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of charter school computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through charter school computers and computer systems shall remain the property of the charter school.

Public records

Electronic communications sent and received by charter school employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law. This may include monitoring of social media sites set up by employees as private sites from home.

Unauthorized and unacceptable uses

Staff members shall use charter school computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of charter school computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff member shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to,
- access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to charter school education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on charter school computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or charter school employees that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and charter school policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and charter school records in accordance with policies [GBJ](#) (Personnel Records and Files), [JRA/JRC](#) (Student Records/Release of Information on Students) and [EGAEA](#) (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy [JRA/JRC](#), Student Records/Release of Information on Students for detailed information on student records).

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use e-mail to disclose student records or other confidential student information in a manner inconsistent with applicable law and charter school policy may be subject to disciplinary action.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the charter school or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or charter school-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Staff member use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action and/or legal action. The charter school may deny, revoke or suspend access to charter school technology or close accounts at any time.

Staff members shall be required to sign the charter school's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

Charter school makes no warranties

The charter school makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the charter school of the content, nor does the charter school make any guarantee as to the accuracy or quality of information received. The charter school shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Further information regarding Staff Use of the Internet and Electronic Communication may be found in the Lake George Charter School Acceptable Use policy and agreement.

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 U.S.C. 231 et seq. (Child Online Protection Act of 2000)
20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)
C.R.S. [22-87-101](#) et seq. (Children's Internet Protection Act)
C.R.S. [24-72-204.5](#) (monitoring electronic communications)

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Lake George Charter School