



Policy Procedure Manual

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1.0 Purpose

The purpose of this policy is to comply with Utah Rule R277-495 - Required Policies for Electronic Devices in Public Schools.

The Children's Internet Protection Act requires schools and libraries that have computers with Internet access to certify they have Internet safety policies and technology protection measures in place in order to receive discounted internet access and services.

All Utah public schools are required to adopt policies governing the possession and use of electronic devices, both school-owned and privately-owned, while on public school premises and, for school-owned devices, wherever the devices are used.

Computers will be available to qualifying students at Wasatch Waldorf Charter School. Computer use may also include access to the internet. Our goal is to provide these services to students in order to promote resource sharing, innovation and communication.

This Internet Safety and Technology Protection Policy provides guidance for students, employees and, where appropriate, for invitees, governing the use of electronic devices on school premises and at school sponsored activities.

This policy addresses:

1. the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging).
2. unauthorized access, including hacking and other unlawful activities by LEA electronic device users; and



3. unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99.

2.0 Definitions

"The Children's Internet Protection Act (CIPA)" means regulations enacted by the Federal Communications Commission (FCC) and administrated by the Schools and Libraries Division of the FCC. CIPA and companion laws, the Neighborhood Children's Internet Protection Act (NCIPA) and the Protecting Children in the 21st Century Act, require recipients of federal technology funds to comply with certain Internet filtering and policy requirements.

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

"Privately-owned electronic device" means any device that is used for audio, video, text communication or any other type of computer or computer-like instrument that is not owned or issued by the School or LEA to a student or employee.

"Public school" means all schools and public school programs, grades kindergarten through 12, that are part of the Utah Public School system, including charter schools, distance learning programs, and alternative programs.

"School-owned electronic device" means any device that is used for audio, video, text communication or any other type of computer or computer-like instrument that is owned, provided, issued or lent by the School to a student or employee.

"Student" means any individual enrolled as a student at the school, regardless of the part-time nature of the enrollment or the age of the individual.

"USBE" means the Utah State Board of Education.

"Utah Education Network (UEN)" is a robust network that connects most Utah LEAs, schools, and higher education institutions to quality educational resources and services consistent with Section 53B-17-102.

3.0 Policy Content

Student use of computers must be in support of education and research and must be consistent with educational objectives of Wasatch Waldorf Charter School. Accordingly, internet access at Wasatch Waldorf Charter School is filtered and monitored on an ongoing basis to protect against access by adults and minors to visual depictions that are obscene, child pornographic, or harmful to minors. Filtering may be disabled for adults who are engaged in bona fide research or other lawful purposes upon receiving special permission from the Director and/or the School Board.

Wasatch Waldorf Charter School shall review and approve this policy regularly. Wasatch Waldorf Charter School will make efforts to involve teachers, parents, students, school employees and community members in developing policies. Wasatch Waldorf Charter School provides copies of policies both in the school's administrative office and on the school website. Policies are created in a manner that is consistent and understandable for parents.

Wasatch Waldorf Charter School shall provide reasonable public notice and at least one public hearing or meeting to address the Internet safety policy. The school shall retain documentation of the policy review and adoption actions.

The following is strictly prohibited:

- a. Use of electronic devices in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and invitees, consistent with R277-609 and R277-613, or violate local, state, or federal laws.
- b. Access by students, school employees and invitees to inappropriate matter on the Internet and World Wide Web while using school equipment, services or connectivity whether on school property or while using school-owned or issued devices.
- c. The use of electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;

Use of electronic devices by employees to access inappropriate or pornographic images on school premises is illegal, may have both criminal and employment consequences, and where appropriate, shall be reported to law enforcement. Employees are responsible for school-issued devices at all times and misuse of devices may have employment consequences, regardless of the user. Employees may use

privately-owned electronic devices on school premises or at school sponsored activities when the employee has supervisory duties only as directed by Wasatch Waldorf Charter School.

Students will be educated in appropriate online behavior, including cyberbullying awareness and response. The prevention of unauthorized access, including hacking and other unlawful activities and unauthorized disclosure, use and dissemination of personal student information under the Family Educational Rights and Privacy Act, 34 CFR, Part 99 by school electronic device users are also priorities.

As such:

1. Students and/or parents will sign computer use and safety agreements annually.
2. Students are strictly prohibited to:
 - Access or create files or materials without authorization.
 - Attempt to hack into any school systems.
 - Access or create offensive, profane, or pornographic files.
 - Plagiarize works or violate copyrights or trademarks.
 - Attempt to bypass computer security.
 - Have food or drinks near computers.
3. There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Wasatch Waldorf Charter School equipment.
4. All documents, files and folders created with school hardware/software remain the intellectual property of Wasatch Waldorf Charter School.
5. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server; uploading, downloading or creating computer viruses; any malicious attempt to harm or destroy the property.
6. Security is a high priority, heightened due to multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor or system administrator.
7. Personal information is restricted, password protected, and stored only on the school servers and teachers will sign disclosures regarding the use and dissemination of personal information regarding students. Only authorized personnel have access to student information. No personally identifiable information about students will be shared without written consent of a parent.

8. The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The director, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.
9. Users are liable for any misuse of the systems.
10. Parental permission is obtained for the publication of student work, and photos.
11. Local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law.
12. Violation of the school's acceptable use policies may result in confiscation of school-owned devices.
13. Students are personally responsible for devices assigned or provided to them by the school, both for loss or damage of devices and use of devices consistent with school directives.
14. The use of electronic devices in violation of school or teacher instructional policies may result in the confiscation of personal devices for a designated period.
15. The use of privately-owned electronic devices to bully or harass other students or employees that result in disruption at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.

Wasatch Waldorf Charter School shall certify annually to the USBE and as required by the FCC that the school has a CIPA-compliant Internet safety policy.

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Exhibits / Appendices / Forms