

## Technology Usage

The Internet is a tool that supports research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. MSB uses Missouri Research and Education Network (MORENet) for Internet access service. Students at MSB are able to acquire information from anywhere in the world, explore thousands of libraries and data bases and exchange electronic messages without leaving the classroom.

This unbounded variety of available Internet information raises concerns about students encountering inappropriate material. MSB uses a firewall (content filter) that protects students while using the Internet. The firewall also allows the Systems Administrator and technology staff to monitor the sites which have been visited. MSB is required to keep within the guidelines of the following policies:

- ◆ Children's Internet Protection Act (CIPA)
- ◆ DESE Internet Acceptable Use Policy
- ◆ MORENet Use Policy

The complete text of the above policies may be found in Appendices A through C. MSB, through strict in-school and clearly defined usage standards, will do everything possible to ensure safety and responsible Internet usage.

Students/parents must read this policy before students are allowed independent access. Parents must also sign the policy where indicated and return it to the Systems Administrator's office. Internet access is a privilege, not a right. Students have no expectation of privacy when using the MSB computers as school officials can access any and all transactions on the computer.

Student computers are set up complete with the necessary software and adaptive technology needed to utilize the computer. Additional requests for software must be approved and installed by the Systems Administrator. Refer to the Software Usage Policy for the proper guidelines to follow (Appendix D).

MSB reserves the right to:

- ◆ Review computer files and email, and
- ◆ scan any stored information on the computer or disks.

It is very important for MSB staff to ensure student safety and maintain the integrity of the school's computer system.

### Guidelines

- ◆ Report requests for personal identification information, and do not respond to these requests.
- ◆ Use only appropriate language or content.
- ◆ Be courteous to others on the Internet.
- ◆ Connect only to MSB's Internet provider.
- ◆ Always respect computers as part of school property. **Use only for school related material.**

MSB's Internet access is intended for the exclusive use of its authorized users. Violations will result in a loss of access. Additional disciplinary action may be necessary for serious violations up to and including legal action.

It is not acceptable to use MORENet:

- ◆ for purposes which violate federal or state law
- ◆ for any purpose which violates the intellectual property rights of others
- ◆ in a manner that intentionally or negligently disrupts normal network use and service. Such disruption would include the intentional or negligent propagation of computer viruses, the violation of personal privacy, and the unauthorized access to protected and private network resources
- ◆ for commercial activities that are not in support of education, research, public service, economic development or government purposes. Further, it is not acceptable to distribute unsolicited advertising

Commercial activity means no selling of connections, advertising commercial products using a MORENet connection or MORENet provided/managed server, selling products or services directly by using a MORENet connection or MORENet provided/managed server, or providing electronic mail accounts for the furtherance of commercial activities as noted above.

**MORENet members and affiliates may not:**

- ◆ Sell access (however, cost recovery processes are permissible).
- ◆ Sell home pages to commercial enterprises.
- ◆ House homepages/websites of commercial enterprises.
- ◆ Promote individual businesses.
- ◆ Permit commercial enterprises to sell/advertise through a MORENet connection/server.
- ◆ Sell/provide e-mail accounts to aid commercial activities; including listing e-mail accounts on business cards.
- ◆ Provide links or lists of commercial enterprises on a fee basis; i.e., pay a fee to the member/affiliate to get business listed in a directory.

**Enforcement of Policy**

MOREnet members must make reasonable efforts to publicize MORENet policies and ensure compliance of affiliates. Reported violations of the Acceptable Use Policy will be reviewed by the MOREnet Executive Director. Violations not promptly remedied by the member may result in action including MORENet service termination or MORENet membership forfeiture.

**Appendix A. CIPA**

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in 2000 to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for Internet access or internal connections from the "E-rate" program – a program that makes certain technology more affordable for eligible schools and libraries. In early 2001, the Federal Communications Commission (FCC) issued rules implementing CIPA.

## **Appendix B. DESE Internet Acceptable Use Policy**

*Effective August 7, 2008*

DESE establishes the following Internet Acceptable Use Policy to assure that all Department Internet users understand their responsibilities and the proper use of the Internet. Internet access, electronic mail, electronic files, fax machines, photocopiers and telecommunication equipment are provided as research and communication tools for conducting official state. Electronic mail, electronic files and records documenting Internet access are State property and should not be regarded as private or confidential. Electronic mail, electronic files and records documenting Internet access on state owned equipment may be viewed by the Department.

## **Appendix C. MORENet Use Policy**

All network use by MORENet members, project participants and those connected via MORENet members or project participants shall be for, or in support of, research; education; local, state or national government affairs; economic development or public service.

## **Appendix D. Software Usage Policy**

### **Policy Purpose and Scope**

MSB respects all computer software copyrights and adheres to the terms of all software licenses to which it is a party. The technology department is the school's software manager and is responsible for enforcing this policy.

### **Software Duplication and Distribution**

Users may not duplicate any licensed software or related documentation for use either on the school's premises or elsewhere unless MSB is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the school to both civil and criminal penalties under the United States Copyright Act. Users may not give software to any third party, including clients, contractors, and students. MSB users may use software on local area networks or on multiple machines only in accordance with applicable license agreements.