

EMPLOYEE COMPUTER AND INTERNET USE

Cape Elizabeth School District's (hereafter the 'School' or 'School District') computers, network and Internet access (hereafter the 'School Computer Services') are provided to support the educational mission of the schools ~~and to enhance the curriculum and learning opportunities for students and school staff.~~ This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

1. Personal Use of School Computers

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy/procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers will also result in referral to law enforcement.

3. No Right to Privacy

Cape Elizabeth School District's computers remain under the control, custody and supervision of the school **unit** at all times. The school **unit** reserves the right to monitor all school computers as well as school provided servers and/or **and** Internet activity services by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers, and/or school computer services **network and Internet services.** In addition, the school shall have the right to monitor, review and have access to employee's use of school computer services even when utilized through privately owned computers of employees, and employees agree they have no expectation of privacy regarding such services.

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4. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

5. Implementation and Rules

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the Cape Elizabeth School District's computer system may be implemented, consistent with Board policies and rules. ~~The Superintendent may delegate specific responsibilities to the Technology Coordinator, building administrators and others as he/she deems appropriate.~~

6. Privately Owned Computers

Employees are allowed to use privately-owned computers at school with prior authorization, (authorization will require the employee to provide the school all information necessary on privately-owned computers, including MAC addresses, for the school to monitor, review and have access to employee's use of school computer services) provided that they comply with this policy and all related the accompanying rules.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
GBEB – Staff Conduct with Students
IJNDB – Student Computer and Internet Use
EGAD – Copyright Compliance

ADOPTED: January 10, 2006

Revised: _____

EMPLOYEE COMPUTER AND INTERNET USE RULES

Each employee is responsible for his/her actions and activities involving Cape Elizabeth School District's computers and school computer services, ~~network and Internet services~~, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the Cape Elizabeth School District's computers and school computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

~~A. Consequences for Violation of Computer Use Policy and Rules~~

~~Failure to comply with Board policy GCSA, these rules and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of the school unit's computers will also result in referral to law enforcement.~~

A. Access to School Computers and Acceptable Use

The level of employee access to school ~~district-unit~~ computers and school computer services, ~~network and Internet services~~ is based upon specific job requirements and needs. Unauthorized access to secure areas of the school ~~district-unit~~'s computers and network is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the school district unit's computers and school computer services network and Internet services, whether in use at school or off school premises.

~~B. Access to School Computers, Networks and Internet Services~~

~~The level of employee access to school unit computers, networks and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers and networks is strictly prohibited.~~

~~C. Acceptable Use~~

~~Cape Elizabeth School District's computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the school unit's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and~~

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~~communications apply when employees are using the school unit's computers, networks and Internet services~~

~~D. Personal Use~~

~~School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.~~

B. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses; etc. The school ~~district unit~~ assumes no responsibility for illegal activities of employees while using school computers.
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
3. Any ~~inappropriate~~ communications with students or minors for non-school-related purposes,
4. Any use for private financial, commercial, advertising or solicitation purposes.
5. Any use as a forum for communicating ~~by mass e-mail or any other medium~~ with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. ~~No computer and/or communication equipment and e-mail lists owned or under the custody of the Cape Elizabeth School Department may be used, as referred to in #1-13 of this policy, whether by an individual or mass mailing.~~ Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building administrator or other appropriate administrator.
6. Any communication that represents an employee's personal views as those of the school ~~district unit~~ or that could be misinterpreted as such.

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~~7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by employees.~~

7. Sending mass e-mails to school users or outside parties for any purpose without the permission of the Technology Coordinator or building administrator.
8. Any malicious use ~~damage~~ or disruption of the school ~~district~~unit's computers, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
9. Any attempt to delete, erase or otherwise conceal any information stored on a school computer and school computer services that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.
10. Any attempt to access unauthorized web sites or any attempt to disable or circumvent the school district~~unit~~'s filtering/blocking technology.
11. ~~Failing to report a breach of computer security to the system administrator;~~
12. ~~Using school computers, networks and Internet services after such access has been denied or revoked; and~~
13. ~~Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.~~

F. No Expectation of Privacy

~~Cape Elizabeth School District's computers remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.~~

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

D. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the school district~~unit~~'s policies and rules concerning student computer use. ~~Teachers, staff members and volunteers are expected to be familiar with the school unit's policies and~~

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~~rules concerning student computer and Internet use and to enforce them.~~ When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building ~~principal~~ administrator.

E. Compensation for Losses, Costs and/or Damage

An employee is responsible for compensating the school ~~district unit~~ for any losses, costs or damages incurred by the school ~~district unit~~ for violations of Board policies and school rules while the employee is using school ~~district unit~~ computers and school computer services, including the cost of investigating such violations. The school ~~district unit~~ assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school ~~district unit~~ computers and school computer services. Cape Elizabeth School District will be responsible for accidental damages to employee computers that occur through normal use of their job functions.

F. Additional Rules for Use of Privately-Owned Computers by Employee

1. An employee who wishes to use a privately-owned computer in school must complete an Employee Request to Use Privately-Owned Computer form. The form must be signed by the employee, the building administrator/supervisor and the Technology Coordinator. There must be a legitimate work-related basis for any request. In addition the employee must provide to the Technology Coordinator information on privately-owned computer (such information as MAC addresses) so as to enable the enforcement of all applicable policies and rules regarding school computers and school computer services.
2. The Technology Coordinator will determine whether an employee's privately-owned computer meets the school ~~district unit~~'s network requirements.
3. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on the school ~~district unit~~'s network or staff would be unreasonable.
4. The employee is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school ~~district unit~~ is not responsible for damage, loss or theft of any privately-owned computers.
6. Employees are required to comply with all Board policies/procedures and school rules while using and school computer services on privately-owned computers at school or elsewhere.
7. Employees have no expectation of privacy in their use of school computer services while using privately-owned computers. ~~it is being used at school.~~ The contents of the computer may be searched in accordance with applicable laws and policies.

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8. The school district may confiscate any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies.

Cape Elizabeth Schools may utilize all information provided in F1 above to review, monitor, and/or have access to an employee's private computer at any time, without prior notice, to determine if an employee is using the school computer services on an employee's privately-owned computer, in compliance with all applicable policies and rules of the School.

G. Violations

A violation by the employee of the school's policies and rules or use of school computer services shall subject the employee to such disciplinary action as the superintendent believes is appropriate including, but not limited to, loss of use of school computers and/or school computer services.

Cross Reference: GCSA – Employee Computer and Internet Use

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Cape Elizabeth School District's [hereafter the "school" or "school district"] as well as school provided servers, networks and/or Internet services [hereafter the "school computer services"] ~~network and Internet access~~ are provided to support the educational mission of the schools. ~~and to enhance the curriculum and learning opportunities for students and school staff.~~ This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are allowed to use privately-owned computers at school with prior authorization, provided that they comply with this policy and the accompanying related rules and policies.

~~Student use of school computers, networks and Internet services is a privilege, not a right.~~ Compliance with the Cape Elizabeth School's policies and rules concerning computer use of school computers and school computer services ~~are~~ is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's school computer and/or school computer services privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Cape Elizabeth School District's computers remain under the control, custody and supervision of the school ~~unit~~ district at all times. The school ~~unit~~ district shall have the right to monitor ~~review and have access to all school computers and school computer services~~ Internet activity by students. Students have no expectation of privacy in their use of school computers and/or school computer services, whether they are used on or off school property.

The Cape Elizabeth School District utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Cape Elizabeth School District takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the Cape Elizabeth School District cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school. ~~The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.~~

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site, login computer screens and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing

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the day-to-day management and operations of the school ~~unit~~district's computer system may be implemented by the Superintendent, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator, building principals and others, as he/she deems appropriate.

Cross Reference: IJNDB-R – Student Computer and Internet Use Rules
JICIA – Weapons, Violence, Bullying and School Safety
GBEB – Staff Conduct with Students
GCSA – Employee Computer and Internet Use
EGAD – Copyright Compliance

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

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STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving School ~~unit~~district computers and/or school computer services, ~~network and Internet services~~, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school ~~unit~~district's computers and/or school computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all school computers and/or school computer services and all school provided laptops wherever used, and all uses of school servers, Internet and networks regardless of how they are accessed.

~~Previous Section A. Consequences for Violations of Computer Use Policy and Rules~~

~~Student use of the school unit computers, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.~~

~~The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.~~

A. Acceptable Use

1. Cape Elizabeth School District's computers and/or school computer services, ~~network and Internet services~~ are provided for educational purposes and research consistent with the Cape Elizabeth's educational mission, curriculum and instructional goals.
2. ~~All Board policies, school rules and expectations concerning student conduct and communication apply when students are using computers.~~ Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and/or school computer services, whether on or off school property.
3. ~~Students are also expected to comply with all specific instructions from the teachers and other school staff or volunteers when using the school unit's computers.~~ Students also must comply with all specific instructions from school staff and volunteers when using the school ~~unit~~district's computers and/or school computer services.

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B. Prohibited Uses

Unacceptable uses of school ~~unit~~district computers and/or school computer services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the Cape Elizabeth School District's computers and/or school computer systems, ~~network and Internet services~~ for any illegal activity or in violation of any Board policy/procedure or school rules. Cape Elizabeth School District assumes no responsibility for illegal activities of students while using school computers and/or school computer systems.
3. **Violating Copyrights or Software Licenses** – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission (See Board policy/procedure EGAD – Copyright Compliance); or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. **Use for Non-School-Related Purposes** - Using the Cape Elizabeth School District's computers and/or school computer systems ~~network and Internet services~~ for ~~non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes~~ any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent the network security systems and/or school computer systems.
7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the Cape Elizabeth School District's computers and/or school computer systems, ~~network and Internet services~~; including but not limited to hacking activities and creation/uploading of computer viruses.

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~~8. Avoiding School Filters—Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.~~

8. **Unauthorized Access to Blogs/Chat Rooms Social Networking Sites, Etc. – Accessing chat rooms or news groups without specific authorization from the supervising teacher, supervisor, or administrator. Students may not access blogs, social networking sites, etc. to which student access is prohibited.**

~~9. Use of E-Mail as a Forum—Any use as a forum for communicating by mass e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not for profit. No student shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Students who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.~~

~~C. No Expectation of Privacy~~

~~Cape Elizabeth School District computers remain under the control, custody and supervision of the school unit at all times. Students have no expectations of privacy in their use of school computers, including e-mail, stored files and Internet access logs.~~

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school ~~unit~~ district for violations of Board policies/procures and school rules while the student is using Cape Elizabeth computers and/or school computer systems, including the cost of investigating such violations. The school ~~unit~~district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Cape Elizabeth computers and/or school computer systems.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer and/or school computer systems without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access

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information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the Cape Elizabeth School District's computers and/or school computer systems, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or building system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material. ~~Any user who attempts to breach of system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.~~

F. Additional Rules for Laptops Issued to Students

~~1. At some grade levels laptops are loaned to students, similar to textbooks, as an educational tool and are only authorized for use in completing school assignments.~~

1. Laptops, school computers and/or school computer systems are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and the Maine Learning Technology Initiative (MLTI) program.

2. Parents are required to attend an informational meeting before a laptop **will be issued** to their child. Both the student and his/her parent must sign the school's acknowledgment form

2. Before a laptop is allowed **to be taken home**, a parent/guardian **must participate in the Laptop Protection Plan**. *[Note: participation in the Plan is current CE practice, not policy.]*

- ~~a. attend an informational meeting about laptop program and its guidelines;~~
- ~~b. sign and return the "Take Home Permission" form~~

3. Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Cape Elizabeth School District offers an optional insurance Laptop Protection program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase participate in insurance the Laptop Protection plan should be aware that they are responsible for any costs associated with loss, theft or damage to a laptop issued to their child.

4. If a laptop is lost or stolen, this must be reported to the teacher and/or building administrator immediately. Additionally, if a laptop is stolen, a report should be made to

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the ~~Cape Elizabeth Police Department~~ local police ~~the building administrator~~ and the School technology coordinator immediately.

5. The Board's policy and rules concerning the school computer and/or school computer systems and ~~Internet~~ use apply ~~to use of laptops~~ at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.

6. Violation of policies or rules governing the use of school computers and/or school computer systems, or any careless use of a laptop may result in a student's ~~laptop~~ school computer being confiscated and/or a student only being allowed to use the ~~laptop~~ school computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

7. Parents ~~will be informed of~~ may have access to their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.

8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.

9. All use of school-loaned laptops by all persons must comply with the school's Student Computer Use Policy and Rules.

10. Laptops must be returned in acceptable working order at the end of the school year or when ever requested by school staff.

G. Additional Rules for Use of Privately-Owned Computers by Students

1. A student who wished to use a privately-owened computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and the technology coordinator. There must be an educational basis for any request. In addition, the student must provide to the technology coordinator such infomraiton such as IP addresses to as to enable enforcement of all policies and rules regarding use of school computer services.

2. The Technology Coordinator will determine whether a student's privately-owned computer meets the school ~~unit~~district's network requirements.

3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on the school ~~unit~~district's network or staff would be unreasonable.

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4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit/district is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using school computer services or privately-owned computers at school and elsewhere.
7. Students have no expectation of privacy in their use of school computer services while using a privately-owned computer at school or elsewhere. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's use of school computer services or a privately-owned computer may result in the revocation of the privilege of using the computer at school and/or other disciplinary action.
9. The school unit/district may confiscate any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer and Internet Use

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CAPE ELIZABETH SCHOOL DISTRICT WEB SITE

The Cape Elizabeth School District maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities and school events. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to inform the larger community about our schools. The web site does not create, nor is it intended to create a public or limited public forum.

The web site also provides the School Board a medium to publicize its official position on issues related to the schools such as school building projects, proposed school budgets and public policies affecting the schools. The web site is an outlet for the official message of Cape Elizabeth School District and is not a forum for dissemination of other views. The content of the web site shall remain in the exclusive control of Cape Elizabeth School District, its school board and designated agents.

The Board has adopted guidelines to ensure that the Cape Elizabeth School District's web site is in compliance with applicable laws and meets the highest educational and quality standards. The Superintendent is responsible for implementing this policy, the accompanying guidelines and any additional administrative procedures that may be needed to govern the day-to-day management of the web site. The Superintendent may delegate specific responsibilities to the Technology Coordinator and Webmaster as he/she deems appropriate.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20-A M.R.S.A. § 6001
17 U.S.C. § 101 et seq
47 U.S.C. § 1732

Cross Reference: IJND-R - Web Site Guidelines
IJNDB - Student Computer and Internet Use
GCSA - Employee Computer and Internet Use
EGAD – Copyright Compliance

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WEB SITE GUIDELINES

A. Web Site Purpose

The purpose of Cape Elizabeth School District's official web site to provide general information about our school system as well as information about educational programs, extracurricular activities and school events. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to inform the larger community about our schools.

The web site is an outlet for the official message of Cape Elizabeth School District and is not a forum for dissemination of other views. The content of the web site shall remain in the exclusive control of Cape Elizabeth School District, and its School Board and designated agents.

B. Web Site Structure

The web site includes the following content areas:

1. System-wide information (such as Central Office, Technology, Transportation, Facilities, Food Service);
2. School Board information (such as members, officers, committees, meeting agendas, minutes and policies);
3. School-wide information for each school;
4. Individual department, grade level and/or classroom information (which may include student work and/or teacher-created work and resources);
5. Information about school-sponsored extracurricular organizations;
6. Information about school events and activities; and
7. Contact information for School Board members and school staff.
8. Official positions of the School Board on school-related issues.

C. School Unit Authority and Webmaster Responsibilities

Cape Elizabeth School District reserves the right to approve all web site content and to edit, delete, or modify any web page content as it sees fit to comply with the intended purposes of the web site and these guidelines.

The Superintendent shall designate a Webmaster, who is responsible for maintaining the web site, approving all material to be posted on the site, and monitoring all web site activities for compliance with Board policies, applicable laws and regulations, and these guidelines.

All position statements and viewpoints published on the website related to school policy, governance and initiatives must be approved by the School Board or its designee.

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Only the Webmaster and other authorized school staff shall have password-protected access to the web server to place and remove web pages and content.

D. Web Site Content

~~1.~~ Cape Elizabeth School District's web site does not create, nor is it intended to create, a public or limited public forum. All materials placed on the web site must serve the educational mission of the school and shall support the Cape Elizabeth School District's official views regarding how best to accomplish the educational mission of the school.

~~1.2.~~ Web site content is limited to school-sponsored information and activities. No personal student or staff web pages ~~blogs or other interactive features~~ are permitted on the web site.

~~2.3.~~ Web page content must comply with Board policies, administrative procedures and school rules.

~~3.4.~~ All materials placed on the web site must be appropriate for web site and meet academic standards for proper spelling, grammar, content, accuracy and appearance.

~~4.5.~~ Student web site content may include artifacts of learning such as ePortfolios, student multimedia content, blogs, wikis, etc and other web tools.

If the Webmaster is unsure whether particular material is appropriate for the web site, he/she shall consult with the Superintendent, whose decision shall be final.

E. Confidentiality of Student Information

1. The web site shall be in compliance with all applicable state and federal confidentiality laws and regulations.

2. At no time shall personal information about students (such as home address, telephone number, e-mail address, birth date, social security number, etc.) or any other information made confidential by state or federal law appear on the web site. The web site will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.

3. Student information, photographs or work may only be published on the web site if the student's parent/guardian has signed the Parent/Guardian Agreement Form to Publish Student Information. For purposes of these guidelines, student information includes name, class rosters, awards/honors received, and team/extracurricular activity participation lists.

WEB SITE GUIDELINES

4.IMPORTANT: Schools must obtain prior written consent from parents before posting student information on their web site or elsewhere on the Internet.

F. Confidentiality of Staff Information

1. At no time shall personal information about staff appear on the web site (including home address, home telephone number, home e-mail address, birth date, social security number, etc.).
2. Because the school unit's web site is maintained in part to enhance communication with students and their families, the school e-mail addresses and/or telephone numbers of staff are published on the web site.

G. Copyright

1. Appropriate permission will be obtained before any copyrighted or trademarked material is used on the web site. No copyrighted material may be reproduced, transmitted or stored on Cape Elizabeth School District's web site without obtaining permission from the copyright owner.
2. Students shall retain the copyright on materials that they create.
3. An appropriate copyright notice will appear with all copyrighted material published on the web site.
4. Except for the above exceptions, all web pages and content on the web site are the property of and owned by Cape Elizabeth School District.

H. Web Site Design and Accessibility

1. The Webmaster is authorized to develop standards for the design and appearance of Cape Elizabeth School District's web site. These standards will include measures to make web pages accessible to persons with disabilities. School unit information available on the web site will also be made available to the public in alternative ways upon request.

I. Advertising

1. The Cape Elizabeth School District's web site will not include any advertising, nor will it include any selling activities outside of publicity for school-sponsored and/or approved fundraising activities.

WEB SITE GUIDELINES

J. Links to External Site

1. The Cape Elizabeth School District's web site will not include links to any personal web sites of students or staff.
2. The web site may include links only to web sites that have demonstrated educational value to students, staff and/or the community, as deemed appropriate by the Webmaster.
3. The web site shall include a disclaimer informing users that links are provided as a convenience, and that Cape Elizabeth School District does not endorse these sites or have any responsibility for the content of these sites.

K. Additional Requirements

1. The web site shall inform users about how to contact the Webmaster.
- ~~2. Each web page shall include the date the page was last updated.~~

2.3 The Webmaster will provide appropriate information to school users regarding technical requirements for publishing material on the web site.

Cross Reference: IJND – Cape Elizabeth School District Web Site

APPROVED: January 10, 2006

Revised: _____