

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2935-1
SUBJECT: USE OF THE INTERNET	DATE OF ISSUE: 06/27/96 <hr/> REVISIONS: 09/07/06 <hr/> PREPARING OFFICE: EDUCATIONAL SERVICES

I. PURPOSE:

To establish use conditions for Internet access provided by the Topeka Public Schools.

II. PERSONNEL AFFECTED:

All district personnel, students, and any others associated with or governed by the policies of the Topeka Public Schools.

III. GENERAL INFORMATION:

The purpose of providing Internet access to students and staff in the Topeka Public schools is to support education and research. The valuable information and interaction available on this world network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access involves a complex association of government agencies and regional, state, and local networks. The effective operation of the Internet relies upon the appropriate conduct of the end users. As a result, users of this service are bound by the conditions and rules for use of the Topeka Public Schools and also those entities mentioned above.

Guidelines are provided here that outline user responsibilities. In general, this requires efficient, ethical, and legal utilization of the Internet resources.

IV. TERMS AND CONDITIONS:

A. The use of the district's internet access is a privilege, not a right, and inappropriate use may result in cancellation of those privileges and disciplinary action. The Topeka Public Schools reserves the right to deny, revoke, suspend, or close any user account at any time, based upon its determination of inappropriate use by the account holder or user. The Topeka Public Schools also reserves the right to restrict access to resources which do not meet district informational, instructional, and educational outcomes.

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- B. The use of accounts must be in support of education and research and consistent with educational objectives of the Topeka Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network as well as the rules established by the district. Transmission or receipt of material in violation of the laws or regulations of the United States or the State of Kansas is prohibited. This includes, but is not limited to misuse of:**

- 1. Copyrighted material;**
- 2. Threatening or obscene material;**
- 3. Material protected by trade secret.**
- 4. Confidential material including student or personnel records.**

Use of the Internet for commercial activities is governed by Administrative Regulation No. 2475-1, Advertising, Commercialism, Fund Raising, or Selling in the Schools, and is generally not acceptable. Use for commercial product advertisement or political lobbying is also prohibited.

- C. Users are expected to abide by the generally accepted rules of Internet etiquette. Those include but are not limited to the following:**

- 1. Be polite;**
- 2. Use appropriate language;**
- 3. Do not reveal personal addresses, phone numbers, or private (nonschool) e-mail addresses of students or colleagues;**
- 4. Do not use the Internet in such a way that there is disruption in the use of the network by others;**
- 5. Participation in illegal activities is strictly forbidden and will be reported to the authorities;**
- 6. Understand that expressed viewpoints may be criticized and should be met with a measured, rational reply.**

- D. The Topeka Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. This includes but is not limited to: loss of data resulting from delays, nondeliveries, misdeliveries, service interruption, or other damages suffered. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Use of any information obtained via the Internet is at the user's own risk.**

- E. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal or unacceptable activities will be reported to the appropriate school and law enforcement authorities. The Topeka Public Schools reserves the right to**

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review any material in user accounts and to monitor disk space in order to make determinations on whether specific uses of the Internet are inappropriate.

- F. Users are governed by the security policies established by the district and its Internet access provider. Users shall protect passwords to ensure security and protect their own ability to continue use of the service. Should users identify a security problem on the Internet, they shall promptly notify appropriate school authorities. No one shall use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.**
- G. Specific procedures for classroom and library media center use will be developed at each building, and an acceptable-use policy will be published in staff and student handbooks. Teachers will be responsible for appropriate classroom usage and direct instruction about acceptable use. Users are reminded that violation of classroom/library media center written and oral instructions may result in termination of access or other disciplinary action.**
- H. Violation of the provisions of this regulation by students will result in discipline, up to and including expulsion. Violation of the provisions of this regulation by school district employees and any other persons associated with the school district or governed by the policies of the Board of Education will result in discipline up to and including termination.**