

The following document is from:

Safe and Responsible Use of the Internet: A Guide for Educators

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Part IV. Planning and Implementation Documents

1. District Checklist for the Development of a Comprehensive Safe and Responsible Internet Use Plan

The following checklist provides a vehicle for educators to evaluate their current district status and a guide for the development of policies and procedures to more effectively address the safe and responsible use of the Internet by students. The intention in the

development of this list was to create a guide for planning and assessment. This is a comprehensive list. Districts may decide that it is not necessary, or not possible to accomplish everything on the list. Some of the items are repeated because they relate to general issues as well as to issues within a particular category.

This document is provided online at: <http://responsiblenetizen.org>. It can be downloaded to facilitate reformatting for use in planning.

It is recommended that districts address the items on this checklist with the following questions:

- What are we doing to address this issue?
- Do we need to be doing something more to address this issue?
- If we need to be doing more,
 - What should we do,
 - Who should be responsible,
 - What resources should be provided, and
 - How will we assess the effectiveness?

Education Purpose

Activities that provide the foundation for the effective educational use of the Internet for educational purposes.

- Policy provisions that specify appropriate educational activities.
- Clearly define circumstances when it is permissible for students to use the Internet for entertainment or non-educational purposes (may be on a school basis).
- District provides technical skills training for staff. Staff are becoming technically proficient.
- District provides professional development for teachers and administrators on use of the Internet to assist students in achieving curriculum objectives. Teachers and administrators are increasing their understanding and skills in the effective use of the Internet to support curriculum objectives.
- District has created or is facilitating access to Internet-based lesson plans that support use of the Internet to assist students in achieving curriculum objectives.
- District web site provides links to pre-reviewed educational resources
- Teachers have the knowledge and skills to create classroom/lesson web sites with links to Internet resources (if teachers do not have knowledge/skills, technical support is provided to facilitate the timely creation of such sites).
- Technical support is provided at an adequate level.
- Instructional support systems, such as mentoring and electronic communication environments to support instructional/educational activities, have been established.
- District periodically evaluates web usage logs to determine degree to which Internet is being used for high quality educational activities.
- District distance education programs meet standards for disability access.

Education about Safe and Responsible Use of the Internet

Activities that prepare students, teachers, and administrators to use the Internet in a safe and responsible manner.

- Students have been educated about requirements of District Internet Use Policy. Secondary students demonstrate understanding of the Policy prior to receiving individual account on the system.
- Parents have received information about District Internet Use Policy and strategies to address concerns at home.
- Parent Internet use classes are offered.
- Students receive instruction related to safe and responsible use of the Internet in a manner appropriate to grade level and Internet usage.
- Teachers and administrators receive instruction related to safe and responsible use of the Internet.
- Internet safety and responsible use instruction for students and staff includes:
 - Avoiding unintentional access (effective search skills, URL porn-napping).
 - Dealing with accidental access (getting out of mouse-traps reporting).
 - Recognizing and dealing with unwanted SPAM.
 - Communication safety skills (protection of privacy, recognizing predators, reporting predators, protecting friends).
 - Protection of privacy (personal privacy, privacy of others, privacy on commercial sites).
 - Harmful speech (defamation, harassment, violation of privacy, abusive language, flame wars, etiquette, recognizing harmful speech/hate sites, consequences for offenders, effective victim responses).
 - Responsible speech -- free speech rights, effective online advocacy, disability IT access.
 - Copyright (rights and responsibilities).
 - Plagiarism.
 - Computer security (unlawful computer activities).
 - Network security and resource limits (passwords, viruses, quotas, downloads, group lists, etc.)
 - Online addiction (sexual, violent games, gambling).
- District is addressing issues that are underlying Internet concerns in appropriate classes. Curriculum objectives for courses include:
 - Sex education classes: Internet pornography, predation, online addiction.
 - History and social science: online hate/harmful speech, free speech/responsible speech.
 - Information literacy and copyright throughout curriculum.
 - Writing instruction: copyright and plagiarism.
 - Technology classes: technology ethics, computer security.

Supervision and Monitoring

Establishment of an environment where student misuse of the Internet will be detected and addressed.

- Secondary students log onto Internet system with a unique student identifier that allows for determination of identity of student.
- Internet usage logs retained in manner that facilitate monitoring and provision of student usage logs to parents.
- Expectation has been communicated to staff that student use of the Internet will be supervised in a manner appropriate to age and circumstances of use.
- Elementary staff understand that no student should have access to open Internet unless there is close, over-the-shoulder supervision by the teacher.
- Building administrators, or designee conduct annual review of placement of all computers to facilitate effective supervision.
- District/schools have established a technical monitoring system that is appropriate in accord with the circumstances of the school (relates to size of school, number of computers, etc.).
- Parents have been informed of their right to receive their child's Internet use records.
- E-mail traffic and web usage volume is tracked to detect excessive use that may be the result of misuse.
- District has established record retention process in compliance with state public records laws.
- Staff have been informed of impact of state public access laws.
- Students have been fully informed of all district monitoring and parents right to access all Internet usage records.

Discipline

The district's disciplinary approach reinforces the importance of using the Internet in a safe and responsible manner.

- Administrators have received professional development in issues related to administrative concerns when addressing student online behavior, including issues of district liability, due process, and addressing harmful online speech on and off campus.
- Incidents of misuse result in a "teachable moments" for offending students.
- Incidents of misuse are evaluated by Technology Committee to guide policies and procedures.
- Issues related to incidents of misuse are addressed in educational efforts.

Access to Inappropriate Material

Concerns related to the potential of student access to inappropriate material.

General

- District has developed a Policy that addresses in clear and unambiguous language what material is considered inappropriate for students to access.
- Determination of what material is and is not considered appropriate has been developed in accord with constitutional standards related to students' rights of access to information.

- District has Policy that allows for access to certain restricted material in the context of appropriate educational activities (access hate literature to study hate literature)
- District (or school) has Policy that specifies when students may use the Internet for entertainment purposes.
- District encourages students to use the Internet in accord with family values and provides parents with access to their child's records.

Elementary Students

- District has established a safe Internet space (district web site with pre-reviewed sites) for elementary students.
- Elementary teachers understand that any access to the open Internet must be closely supervised.
- Elementary teachers know how to create a class/lesson web site and add links to the district site (if teachers do not have these skills, support is provided).
- Classroom e-mail accounts or other form of protected electronic communication facilities have been established for student electronic communication.

Secondary Students

- District is providing instruction in:
 - Prohibitions and standards related to inappropriate material set forth in Policy.
 - Strategies to avoid access to inappropriate material (search methods, problems with porn-napping)
 - Appropriate responses in the event of mistaken access inappropriate material (responding to mouse-trapping, need to report).
 - The manner in which the district is monitoring student use and activities that will provide the foundation for a "reasonable suspicion" that will justify an individualized search of student's usage records.
 - Parent's rights to receive access to student usage logs and e-mail files.

Technology Protection Measure

Have conducted a thorough analysis of available technologies and have implemented such technologies in a manner that supports comprehensive approach.

- District has considered alternative technologies to the use of commercial filtering systems.
- District is using technologies to establish protected environments for elementary students.
- District is using technologies to facilitate supervision and monitoring of secondary students.
- District is using technologies to address SPAM and security concerns.
- If using commercial filtering software, district has conducted a thorough assessment of the blocking decision-making of the company, the categories to be blocked have been selected by the district with full knowledge and understanding of what is blocked under such categories, the fewest number of categories have been selected to be blocked, a process has been established to ensure wide

distribution of ability to override the filter, students have been informed of the ability to anonymously request that the filter be overridden, and overriding occurs in a timely manner.

Safety and Security when Using Electronic Communication

Addressing the safety and security of students when they are using electronic communications.

- Policy includes provisions addressing personal privacy, respecting privacy of others, required disclosure of inappropriate messages, warning that excessive e-mail use can constitute grounds for reasonable suspicion that the student may be misusing the Internet service, and warning that the students' parents can have access to e-mail files.
- Students receive instruction in all of the above as appropriate for grade level and level of access.
- District has established an electronic communication environment that is protected and facilitates access for appropriate monitoring (i.e. not Hotmail or Yahoo).
- Elementary students use electronic communications in safe environments with total teacher access -- class account, monitored account, or the like.
- Secondary students receive individual accounts only after participating in training regarding communication safety and requirements of district Policy.
- Individual student accounts are established with unique student identifier that disguises students' real names.
- District has established a Policy to review e-mail use to detect excessive use that may indicate inappropriate use. (Or district uses filtered monitoring to detect instances of possible misuse.)

Responsible and Legal Use Issues

Promoting the responsible and legal use of the Internet.

- Policy includes provisions that address: computer security, use of district system to commit unlawful acts, harmful speech, copyright, plagiarism, network security and resource limits (passwords, viruses, quotas, downloads, group lists, etc.)
- Students and staff receive instruction in all of the above, as appropriate for grade level/position.
- District has established network protection processes and provided information to staff and students about responsibilities.
- District conducts network review to detect excessive or inappropriate use that may indicate inappropriate use.
- The district has established a program to reduce plagiarism:
 - District's curriculum objectives and writing instruction program has been designed to assist students in learning how to write effectively without engaging in plagiarism.

- Teachers assign writing projects in a manner that reduces the incentive or likelihood that students will engage in plagiarism.
- Teachers seek to detect and effectively address incidents of plagiarism. (Punishing students for engaging in plagiarism is not acceptable unless the district has provided the necessary education in effective writing to avoid plagiarism.)

Unauthorized Use, Disclosure, or Dissemination of Personal Information of Students

Addressing the protection of student personal information.

- All contracts and agreements with third party companies accessed through the web are reviewed to assess compliance with federal and state laws and district policies related to the protection of student personal information.
- The district has established an effective process to manage the disclosure of student information/work or photographs of students on the district web site. Parental permission is obtained prior to any disclosure.
- District has established a process to manage the transmission of confidential student information via staff e-mail and has communicated to staff the requirements for such transmission.
- Policy prohibits students from distributing personal information of other students in an e-mail or elsewhere on the Internet.
- Policy prohibits students from disclosing personal information regarding self in e-mail or elsewhere except for specifically approved situations (e.g. disclosure by high school students for continuing education, job search, etc.)
- District prohibition against the establishment of student accounts on third party systems unless there is a clear educational purpose, no collection of student information for consumer market research purposes, and parents have been informed and approve.

Copyright

Copyright Ownership

- District has Policy related to student copyright ownership of works created at school.
- District has a Policy related to teacher copyright ownership that provides:
 - If the teacher creates materials solely on his/her own time, using his/her own resources, then the teacher owns the copyright and the district has no rights.
 - If the teacher creates materials primarily on his/her own time, and primarily using his/her own resources, but has used some district time and/or resources, such as posting the materials on the district web site or some use of instructional preparation time, then the teacher owns the copyright, but the district should have a no-cost, nonexclusive, continuing right to use the materials for educational purposes within the district.
 - If the teacher's creation of the materials has been initiated and supported by the district and designed to meet district-specified instructional needs, then the district owns the copyright.

Management for Software

District acquisition of software is managed to ensure compliance with copyright laws and highest value.

- District has established copyright management Policies and Regulations for the acquisition and installation of software on district computers. The Policy and Regulations include:
 - Maintenance of log of software acquisitions, licenses, registrations, and installations.
 - Requirement of periodic compliance analysis.
 - Acquisition processes seek to ensure the highest value is obtained through district expenditures. Such processes include, but are not limited to, careful pre-purchase review of software products to assess quality and applicability, collaboration in the acquisition of multiple user licenses and site licenses, and encouraging a shift to open systems software.
- District has appointed an administrator responsible for maintaining compliance with copyright management for software Policies and Regulations. All schools and administrative units have appointed a staff member to be responsible for maintaining compliance within their respective schools/administrative units.
- District provides instruction to staff on compliance with copyright management Policy and regulations.

Web Site Management

Managing the district web site to protect against liability and to address copyright and harmful speech concerns.

- District teaches students about how to protect the copyright in their own materials.
- District has permission from parents to place students' copyrighted materials online.
- District has established a web site management process that protects against posting of materials on the district web site that are in violation of copyright, contains harmful speech, inappropriately discloses personal information of students, or is otherwise inappropriate for placement on a district web site (but not limitations based on viewpoint discrimination).
- District has established a process whereby third parties who are concerned about material posted on the district web site can easily contact the district to seek resolution of such concerns (e.g. a web site concerns link that provides information on Policy and e-mail connection to an administrator who will address reported concerns).
- District web site meets standards for disability access.

Public Input and Evaluation

- District has identified the appropriate chain of authority related to the development and implementation of regulations and guidelines.

- District has established an ongoing policy/planning/review committee to address safe and responsible Internet use issues, with representatives from all stakeholder groups.
- District provides information to and the opportunity to receive input from all stakeholder groups.
- District periodically reviews data related to the issues addressed in the Safe and Responsible Internet Use Policy.
- District periodically reviews district policies, procedures, and guidelines to make adjustments where appropriate.

District Liability (and Controversy) Prevention

- District provides information to parents and the community regarding potential dangers related to access to inappropriate material and individuals on the Internet, the district's policy and approach to addressing such concerns, and the limitations of the district's policy and approach.
- Parents receive a copy of the district's disclaimer of liability related to their child's use of the Internet at school and agree to such disclaimer as a condition of allowing their child to use the Internet.
- Administrators receive instruction related to administrative, disciplinary, and liability issues.
- District has established policies and provides education to students and staff regarding safe and responsible use of the Internet.
- District has established policies related to unauthorized use, disclosure, or dissemination of personal information and has provided education to students and staff regarding responsibilities around the protection of personal information of students.
- District has established policies regarding management of the district web site to protect against liability and to address copyright and harmful speech concerns.
- District has established network administrative procedures that will protect against the inappropriate use of the network in a manner that may lead to district liability.