

**OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS**  
**Summary of State Board of Education Agenda Items**  
**June 14-15, 2012**

**MISSISSIPPI SCHOOL FOR THE BLIND**

- F. Approval to modify Mississippi School for the Blind 2012-2013 Student Handbook to revise the Acceptable Use Policy and Guidelines to include the most recent revisions regarding Children's Internet Protection Act (CIPA)

**Executive Summary**

The document includes deletions, additions and modifications to reflect current required policy and procedures.

Recommendation: Approval

Back-up material attached

**Mississippi School for the Blind  
Summary  
Proposed Student Handbook Changes**

<b>Page</b>	<b>Current Language</b>	<b>Proposed Language</b>	<b>Rationale</b>
72	Personal Communication devices	Add (PCDs)	Add clarity
		Add "MP3 devices"	More inclusive
	Also refer to item 11 on pages 76, below.	Also refer to item 11 on pages 75/76, below.	Additions caused pages to change numbering
		The student may use their personal cell-phone according to the guidelines set forth in the Residential Services section of this Handbook	Reflect consistency
73	... filtering services...	the filtering and blocking services...	clarity
74	... materials ...	materials or images,	
74		Stream video	Clearly defines
75		until such time as MSB or the MS department of Education provides such service to students	
75	Understand that no means..	Understand that at this time no means..	
75	email.	email and/or text messages	
75	harassment; including the use of insulting, sexist, racist, obscene, or suggestive e-mail.	Not use any electronic device (MSB Property or personal property) for the purpose of harassment; including the use of insulting, sexist, racist, obscene, threatening or suggestive e-mail. This includes any level of bullying.	Greater clarity
75	House personal websites on the MSB computer system without specific permission from the Technology Coordinator. (Level III	<del>House personal websites on the MSB computer system without specific permission from the Technology Coordinator. (Level III</del>	Delete, no longer needed
76	5.Play computer games or engage in recreational computing any computer owned by MSB	5.Play computer games or engage in recreational computing or change or alter the screen background on any computer owned by MSB	Inclusive of other violations

76	<p>3. Conserve and protect the resources of MSB computer systems by refraining from using or wasting valuable, limited resources (Level II)</p> <p>4. Students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources. (Level I)</p> <p>5. Use network printers for educational purposes. These printers should be ...</p>	<p>3. Conserve and protect the resources of MSB computer systems by refraining from using or wasting valuable, limited resources. DO NOT stream video or download music files. (Level II)</p> <p>4. Students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources. (Level I) Access to a given computer may be time-limited based on the needs of other students.</p> <p>5. Use network printers for educational purposes. These printers and/or embossers should be...</p>	Improved clarity
76	Purchase and have installed at their own expense the Ethernet card necessary to connect personal computers to the MDE/MSB network	<p>Purchase and have installed at their own expense the Ethernet card necessary to connect personal computers to the MDE/MSB network</p> <p>Ensure that personally owned computers or similar hardware such as e-Readers have their own software and hardware installed prior to arriving at MSB. <u>The parents or legal guardian(s) of any minor student <b>MUST</b> sign a “hold-harmless” agreement when personal equipment is brought to MSB.</u></p>	Additional safety measures
77	..., disks, and CD-ROMs.	, disks, and CD-ROMs and cell-phones, Kindles or “Kindle-like” devices (e-Readers) and other electronic devices.	List to include more current devices
77	and 1 set of speakers.	and 1 set of speakers or e-Readers.	Current devices
77		Add: 11. There is no expectation of privacy. Once a private computer or any personal communication device onto campus, it becomes subject to all guidelines pertaining to all other MSB computers, communication devices, and peripherals. A privately owned computer or any other devices cannot be used to circumvent filters and firewalls. (Level III)	Provides additional clarity
78		Add: Cyber-impersonation cannot be allowed. Cyber-impersonation is pretending be someone you	Provides additional clarity

		are not and that constitutes fraud. (Level III)	
78	... and/or suspension or dismissal.	and/or suspension or dismissal. Offenses under Level III may also invoke criminal charges.	Provides additional clarity
79	and conditions of this policy. All users...	Insert: and conditions of this policy. <u>It is the policy of MSB to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unlawful online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub.L.No.106-554 and 47 USC 254(h)].</u> Add: And, where and when appropriate, any pertinent “hold harmless” statements or agreements	To comply with Children’s Internet Protection Act (CIPA)
79-80		<p><b>CIPA</b></p> <p><b><u>Definitions</u></b>  <u>Key terms are as defined in the Children’s Internet Protection Act.</u></p> <p><b><u>Access to Inappropriate Materials</u></b>  <u>To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information.</u></p> <p><u>Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.</u></p>	Further clarifies CIPA

		<p>Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.</p> <p><b>Inappropriate Network Usage</b> To the extent practical, steps shall be taken to promote the safety and security of users of the MSB online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.</p> <p>Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification regarding minors.</p> <p><b>Education, Supervision and Monitoring</b> It shall be the responsibility of all members of the MSB staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.</p> <p>Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology coordinator or designated representatives.</p> <p>The principal(s) at MSB or designated representatives will provide age-appropriate training for students who use the MSB Internet facilities. The training provided will be designed to promote MSB’s commitment to:</p> <p>a. The standards and acceptable use of</p>	
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		<p><u>Internet services as set forth in MSB's Internet Safety Policy; [and this Acceptable Use Policy]</u></p> <p>b. <u>Student safety with regard to:</u></p> <ul style="list-style-type: none"> <li>i. <u>safety on the Internet;</u></li> <li>ii. <u>appropriate behavior while on [sic] online, on social networking Web sites, and in chat rooms; and</u></li> <li>iii. <u>cyberbullying awareness and response.</u></li> </ul> <p>c. <u>Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").</u></p> <p><u>Following the receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of MSB's acceptable use policies.</u></p> <p><b><u>Adoption</u></b>  <u>This Internet Safety Policy was adopted by the Mississippi State Board of Education at a public meeting, following normal public notice on Board Approval DATE</u></p>	
81		<p><b><u>General Narrative for the Acceptable Use Policy for the Mississippi School for the Blind</u></b></p> <p>Congress <b>has re-authorized</b> the Children's Internet Protection Act (CIPA) <b>under the new tile, "Protecting Children in the 21<sup>st</sup> Century."</b> For any school or library that receives discounts for Internet access or for internal connections, <b>both acts</b> impose certain requirements. The <b>Act(s)</b> require that schools restrict employee and student access to <b>and use of</b> the Internet. Under the <b>Act(s)</b>, covered schools must have an Internet safety program which filters</p>	Required to comply with e-rate guidelines

		both adult and student access to visual depictions that are obscene or constitute child pornography. The program must also prevent students from accessing materials that are <b>deemed</b> harmful to minors. The MSB receives these discounts for Internet Access through the E-Rate program <b>administered through the Mississippi Department of Education</b> and is therefore in compliance with the <b>Act(s)</b> . <b>Additionally, all users of the E-Rate sponsored Internet access must receive training that complies with certification standards set forth by the state of Mississippi. Documentation of this training must be on file in the school district before access to the Internet is allowed.</b>	
79	...home address, e-mail address...	Page 81 ... home address, pictures, email address...	Additional safety precautions
79	... or social security number.	Page 81 or social security number. Pictures are allowable for display after the students' parent(s) and/or legal guardian(s) sign a permission statement.	Personal safety precautions
80	... or retransmit, threatening ...	81 ...or retransmit, via any medium: threatening ...	Additional clarity
80	.... or other similar materials.	82 or other similar materials or any actions or materials deemed inappropriate or hazardous by the federal Department of Homeland Security.	
80	...defamatory or abusive	... defamatory, bullying or abusive.	More inclusive
80	...retransmit information that...	82 ...retransmit information via any medium that ...	More comprehensive
80	6. Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher then the session will be monitored by the teacher and limited to	82 6. Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher or unless such activities make use of the students' personal	Improved clarity

	the time frames that must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times.	equipment after school hours and as prescribed by the rules of Residential Services. If during school hours, the session will be monitored by the teacher and limited to the time frames that must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times. If the communication takes place during extended-day activities, it will be monitored by the residential staff.	
81	User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA,	User shall have the responsibility to use computer resources for academic purposes only. <del>Therefore,</del> as mandated by CIPA,	Redundant, not needed
81	2. ... Web browsing and any other use of the network.... 3. Faculty and staff users should log off at the end of each workday.	83 2. .. Web browsing, use of cell-phones, texting, e-Reader downloads, and any other use of the network. <del>3. Faculty and staff users should log off at the end of each workday.</del> Students should log-off at the end of each session.	Additional safety measures
81	6. ... account.	83 account or while the individual is/was using MSB resources.	Additional clarity
81	...Student/Parent Manual.  MSB will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the Internet.	<del>...Student/Parent Manual.</del> Student Handbook. <del>Additionally, faculty and staff Users who fail to comply with the Acceptable Use Policy will be subject to discipline, including termination from employment with the type of discipline imposed being based on the severity of the specific offense(s).</del> For all Users, the MSB will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the use of the Internet.	Additional clarity
82	...Internet activities at MSB....  ... conducted through my Internet Account.	84 ...Internet activities and use of cell-phones or e-Readers...  ... conducted through my <del>Internet Account</del> use of	



		internet and/or technology resources...	
83	... Internet activities... ... child's internet account ...	85 ...Internet activities and cell-phone usage ... ...through my child's internet <del>account</del> usage.	Inclusive of current devises

Made changes in Green 3/21/12

## SECTION VIII: TECHNOLOGY

### CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES

Day students may not bring a cell phone or other personal communication devices (PCDs) for use while they are on campus at MSB. Radios, TV's, tape players (other than those assigned for educational purposes), cellular phones, internet switches or routers, compact disc players, video games, pagers, MP3 devices, etc. may not be brought to the academic buildings. **Special Note:** Residence students may bring radios, tape players, or CD players' if they use earphones, to use as a diversion while being transported on homegoing weekends. These items should be left with a teacher or in the front office until departure time. When earphones are used, these items may also be carried on out-of-town school trips, if approved by the trip sponsor(s). Residential students are also permitted to bring and use cell phones during the extended school day provided students adhere to the guidelines outlined in Residential Services section of this Handbook. Also refer to item 11 on pages 75/76, below.

### Standard Telephone and Internet Access

Each study room in Residence Halls is wired for telephone and Internet access. Guidelines for phone and Internet usage are as follows:

1. MSB does not provide phones for individual rooms.
2. MSB provides local access only. Long distance calls, beyond calls to a parent(s)/guardian(s), may be made using one of the following options:
  - Calling collect
  - Using a calling card provided by a phone company
  - Using a prepaid calling card
  - **The student may use their personal cell-phone according to the guidelines set forth in the Residential Services section of this Handbook**
3. Parents should refrain from calling students during academic class time, scheduled activities, study hours, or after lights out. In case of emergencies and after lights out, parents may contact students by calling the dormitory staff at the numbers listed in the directory or campus security.

4. Connecting to the Internet via any means (including wireless) other than the ports provided is forbidden. MSB provides high speed Internet ports for this purpose.

## **Network and Computer Usage**

The MSB Internet policy is designed to provide an environment that is consistent with the MSB mission and vision, Mississippi Department of Education requirements, and federal/state laws. MSB Internet refers to devices attached to the entire computer network system at the Mississippi School for the Blind. MSB Internet includes but is not limited to the Local Area Network (LAN on campus), all MSB file servers, and access to the Internet. Access to the Internet is provided through fiber optic lines that are part of the MDE wide area network (WAN). The MDE WAN provides **the filtering and blocking** services for MSB Internet.

MSB Internet facilities and network connections are for the purpose of providing educational support to students, faculty, and staff. Under federal statutes and the sections of the Mississippi Code, which govern the use of these resources, all users must use the MSB Internet resources **or other electronic devices** properly and for the purpose designated by the Legislature. All existing federal and state laws as well as MSB regulations and policies apply, including not only those that are specific to computers, networks, and websites, but also those that may apply generally to personal conduct.

Technology changes rapidly, as do the ways in which users are able to use and perhaps abuse the school computer system. The Mississippi School of the Blind must ensure that its computer **and internet** resources are used properly and within established guidelines. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity. Even though the MSB Appropriate Use Policy may not expressly prohibit a particular activity, such behavior may not be permissible behavior. For questions related to appropriate use, contact the Technology Coordinator.

## **Student Responsibilities**

As MSB Internet users, students should:

1. Be owners of their data;
2. Be responsible for ensuring that data is adequately protected against unauthorized access;
3. Keep their account passwords confidential (Level III)
4. Remember passwords and refrain from writing them down
5. Change their passwords regularly;

6. Avoid using passwords that could be guessed easily;
7. Deny access to the computer for use by others for any reason (Level II);
8. Log out and properly shut down their computers when leaving;
9. Never use computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials **or images**, and/or any other communication that could be construed as promoting hate, divisiveness, or other potentially damaging thoughts or actions (Level III):
10. Assure the legal and ethical use of the school computers and user accounts;
11. Do not use the school's computer systems for personal financial gain;
12. Report violations of these guidelines to the Technology Coordinator

### **Unauthorized Access to Files and Directories**

As MSB technology users, students must not:

1. Engage in any activity that is intended to circumvent computer security controls; (Level III)
2. Attempt to discover passwords, open unprotected files other than their own, or extract encrypted files; (Level III)
3. Create, modify, or execute programs designed to surreptitiously penetrate or hack computer systems; and (Level III)
4. Access the accounts of others. (Level III)
5. **Stream video**

### **Unauthorized Use of Software**

As MSB technology users, students must not:

1. Violate copyright laws. (Level I)
2. Download, possess, or use software (executables) designed to destroy data, provide unauthorized access to computer systems, or disrupt computing processes, in any way. (Level III)

3. Use or propagate viruses, worms, Trojan horses, or any other invasive software; such activity is expressly forbidden. (Level III)

### **Electronic Mail (email)**

As MSB technology users, students must:

1. Acquire an email account from a free provider (e.g., yahoo.com, hotmail.com) to communicate with faculty, staff, and administration (Level I) **until such time as MSB or the MS department of Education provides such service to students**
2. Recognize that MSB Internet access is provided for educational purposes and as a means to widen the communication channels between students, parents, faculty, staff, and administration.
3. Understand that **at this time** no means are provided within the MSB system to establish a private email account.
4. Be aware that MSB administration has authorization to read both incoming and outgoing email **and/or text messages**.
5. Understand that use of MSB Internet does not guarantee privacy.
6. Not create, transmit, or forward fraudulent, harassing, or obscene messages and files. (Level II)
7. Not create, transmit, or forward jokes, chain letters, advertisements, mass mail, or Spam. (Level II)
8. **Not use any electronic device (MSB Property or personal property) for the purpose of harassment;** including the use of insulting, sexist, racist, obscene, **threatening** or suggestive e-mail. **This includes any level of bullying.** (Level III)
9. Emails may be deleted after 30 calendar days.

### **Network, Website, and Communication Systems**

As users of MSB technology, students **must not**:

1. Attempt to gain unauthorized access to either MSB computers, servers, or to remote computers since such attempts are illegal under criminal law and subject to prosecution. (Level II)
2. ~~House personal websites on the MSB computer system without specific permission from the Technology Coordinator. (Level III)~~ **←All of number 2 can be deleted. Cloud service precludes opportunity**

3. Attempt to degrade the performance of the MSB computer system or subvert it in any way. (Level III)
4. Physically damage any part of the system deliberately. (Level III)
5. Play computer games or engage in recreational computing **or change or alter the screen background** on any computer owned by MSB; they must limit playing games or recreational computing to their own personal computers in the Student Life Center or as permitted by the policies of the Residential Education Department. (Level II)

### **Waste and Abuse of MSB Internet Resources**

As users of MSB technology, students must:

1. Avoid activities around workstations that may result in damage to the computer, printer, software, or information. (Level II)
2. Refrain from eating and/or drinking at computer workstations. (Level I)
3. Conserve and protect the resources of MSB computer systems by refraining from using or wasting valuable, limited resources. **DO NOT stream video or download music files.** (Level II)
4. Students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources. (Level I) **Access to a given computer may be time-limited based on the needs of other students.**
5. Use network printers for educational purposes. These printers **and/or embossers** should be used responsibly to prevent waste and abuse. (Level II)
6. Not download files without approval by their teacher, principal, or residential education personnel. (Level II)

### **MSB Internet Hardware**

As MSB technology users, students must not:

1. Relocate computer hardware, peripherals, or cables from their current locations. (Level II)
2. Attempt to service any hardware without authorization from their principal, teacher, or residential education personnel. (Level II)

### **Personal Computer and Peripheral Devices**

As MSB technology users, students must:

1. Ensure that personally owned computers or similar hardware such as e-Readers have their own software and hardware installed prior to arriving at MSB. The parents or legal guardian(s) of any minor student **MUST** sign a "hold-harmless" agreement when personal equipment is brought to MSB. Purchase and have installed at their own expense the Ethernet card necessary to connect personal computers to the MDE/MSB network. ← Delete Blue script Connecting to the system using a private computer resource is allowable because of the personalized and very specialized software a student may require to satisfactorily use the internet, access network printers or embossers, or otherwise complete assignments. The technology coordinator to assure compliance with the MSB/MDE system should inspect the private computer.
2. Understand that the resources of the MSB technology staff must support the entire campus; therefore, they cannot install or repair equipment, hardware, or software on student computers;
3. Understand that it is a privilege NOT a right for a student to have a personal computer on the MSB campus;
4. Recognize that violations of MSB Internet policy may result in personal computers being sent home, loss of some or all computer privileges, and/or other disciplinary actions;
5. Complete any applicable MSB Internet registration forms and pay any applicable fees before a computer is set up in the residence hall; (Level II)
6. Understand that when there is reasonable, articulable suspicion that violation of school policy or public law is occurring, a school official will authorize a search of all computer files, disks, and CD-ROMs **and cell-phones, Kindles or "Kindle-like" devices (e-Readers) and other electronic devices.**
7. Ensure that antivirus software is installed, active, and kept up to date on all machines connected to the Internet. (Level II)
8. Comply with any naming scheme designated by the Technology Coordinator who will provide exact specifications to individual users (Level II)
9. Restrict personal equipment to one (1) computer unit: 1 CPU (or laptop), 1 monitor, 1 printer (or embosser), 1 keyboard, 1 mouse, 1 scanner, and 1 set of speakers **or e-Readers.** (Level II)
10. Seek and obtain permission from the Residential Education Supervisor prior to connecting additional computer equipment (including but not limited to routers, modems, switches, wireless access capability, **or e-Readers** etc.) in the residence hall. (Level II)

11. There is no expectation of privacy. Once a private computer or any personal communication device onto campus, it becomes subject to all guidelines pertaining to all other MSB computers, communication devices, and peripherals. A privately owned computer or any other devices cannot be used to circumvent filters and firewalls. (Level III)
12. Cyber-impersonation cannot be allowed. Cyber-impersonation is pretending be someone you are not and that constitutes fraud. (Level III)

### **MSB Internet Policy Enforcement**

To protect the MSB Internet resources and monitor proper usage of computer resources for educational purposes, the Technology Coordinator shall:

1. Investigate alleged abuses of computer resources;
2. Access the electronic files of its users as part of that investigation if there are indications that computer use guidelines or privileges have been violated;
3. Limit the access of users found to be using computer systems improperly;
4. Administer disciplinary actions as directed by school administration for violations of MSB policies that may include the loss of some or all computer privileges and/or other disciplinary actions;
5. Act as a technical advisor to school administrators when they hear cases involving student misuse of MSB internet privileges;
6. Deny student access temporarily pending review when there is reasonable suspicion that student use may harm or do damage in the interim; and
7. Assign penalties for computer violations as follows:
  - First offense, Level I (non-malicious): written warning;
  - Subsequent violations, Levels I and II: 5 class day suspension of one or more network privileges and 2 hours campus work service and/or loss of personal computer privileges on campus; and
  - Level III violations may include one or more of the following: loss of all network privileges, loss of privilege of personal computer on campus, and/or suspension or dismissal. **Offenses under Level III may also invoke criminal charges.**



## The Mississippi School for the Blind Acceptable Use Policy

The Mississippi School for the Blind (MSB) is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. It is the policy of MSB to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unlawful online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No.106-554 and 47 USC 254(h)]. All Users of the Internet access at the MSB must comply with the MSB's Acceptable Use Policy. It is important that all Users understand the terms, conditions and responsibilities associated with the use of the Internet access at MSB. All Users and parents of all Users under the age of 18 are required to sign the attached Contract stating they have carefully read and understand the terms and conditions of the Acceptable Use Policy and will comply with the policy while using the MSB's computer network resources. The attached Contract is a legally binding document and must be signed prior to the User accessing the Internet at the MSB. **And, where and when appropriate, any pertinent "hold harmless" statements or agreements.**

### CIPA

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Materials**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the MSB online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification regarding minors.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the MSB staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology coordinator or designated representatives.

The principal(s) at MSB or designated representatives will provide age-appropriate training for students who use the MSB Internet facilities. The training provided will be designed to promote MSB's commitment to:

- a. The standards and acceptable use of Internet services as set forth in MSB's Internet Safety Policy; **[and this Acceptable Use Policy]**
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on **[sic]** online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following the receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of MSB's acceptable use policies.

## **Adoption**

This Internet Safety Policy was adopted by the Mississippi State Board of Education at a public meeting, following normal public notice on **DATE**

## **General Narrative for the Acceptable Use Policy for the**

### **Mississippi School for the Blind**

Congress has re-authorized the Children's Internet Protection Act (CIPA) under the new title, "Protecting Children in the 21<sup>st</sup> Century." For any school or library that receives discounts for Internet access or for internal connections, both acts impose certain requirements. The Act(s) require that schools restrict employee and student access to and use of the Internet. Under the Act(s), covered schools must have an Internet safety program which filters both adult and student access to visual depictions that are obscene or constitute child pornography. The program must also prevent students from accessing materials that are deemed harmful to minors. The MSB receives these discounts for Internet Access through the E-Rate program administered through the Mississippi Department of Education and is therefore in compliance with the Act(s). Additionally, all users of the E-Rate sponsored Internet access must receive training that complies with certification standards set forth by the state of Mississippi. Documentation of this training must be on file in the school district before access to the Internet is allowed.

## **MSB Internet Terms and Conditions of Use**

### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, name, social security numbers, telephone numbers, home address, pictures, email address or credit card information. User will immediately report to MSB authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
2. MSB faculty and staff are prohibited from disclosing personal information about students on its Web site – such as a student's full name, home or email address, telephone number or social security number. Pictures are allowable for display after the students' parent(s) and/or legal guardian(s) sign a permission statement.

### **Illegal Activity**

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal laws or regulations. User shall not access, transmit, or retransmit via any medium: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or

- any other material that is inappropriate to minors. User shall not plagiarize copyrighted materials.
2. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials **or any actions or materials deemed inappropriate or hazardous by the federal Department of Homeland Security.**
  3. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
  4. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, **bullying**, or abusive.
  5. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  6. User shall not access, transmit or retransmit information **via any medium** that harasses another person or causes distress to another person.

### **System Resource Limits**

1. User shall only use the MSB system for educational and career development activities and limited, high quality self-discovery activities as approved by MSB faculty for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, User agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to download or install unauthorized software on school computers. This includes students, teachers, staff and administrators.
4. User shall not damage computers, computer systems or computer networks (hardware or software).
5. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large number of people).
6. Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher **or unless such activities make use of the students' personal equipment after school hours and as prescribed by the rules of Residential Services.** If during school hours, the session will be monitored by the teacher and limited to the time frames that must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times. **If the communication takes place during extended-day activities, it will be monitored by the residential staff.**
7. User agrees to immediately notify his/her teacher or other school administrator should User accidentally access inappropriate information so MSB can take steps to prevent future access.
8. User will not make any attempt to defeat computer or network security on the MSB network or any other server or network on the Internet.

9. User shall not engage in any Internet activity harmful to or reflecting negatively on the MSB.

### **User Rights and Expectations**

1. User shall have the responsibility to use computer resources for academic purposes only. **Therefore, as mandated by CIPA, ←Delete Green Script** Filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
2. There is absolutely no expectation of privacy on the MSB network. Activities at any workstation or transmission and receipt of data can be monitored anytime both electronically or by staff observation. This includes transmission and receipt of email, email attachments, Web browsing, **use of cell-phones, texting, e-Reader downloads,** and any other use of the network. User consents to the monitoring of User's activities and files.
3. **Students should log-off at the end of each session.**
4. Parents of minor users shall have the right to inspect the contents of the minor User's files.
5. Under no circumstances should a User provide his/her password to another person or use another person's password.
6. MSB will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the User's Internet account **or while the individual is/was using MSB resources.**

### **Consequences for Failing to Comply with the Terms and Conditions of the Internet Acceptable Use Policy**

Use of the Internet at the MSB is a privilege, not a right. There will be consequences for any User who fails to comply with the Acceptable Use Policy for the MSB. For student Users, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the student grievance procedure provided in the MSB Student/Parent Manual. **Additionally, faculty and staff Users who fail to comply with the Acceptable Use Policy will be subject to discipline, including termination from employment with the type of discipline imposed being based on the severity of the specific offense(s).** For all Users, the **←Delete Green Script** MSB will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the **use of the** Internet.

**MISSISSIPPI SCHOOL FOR THE BLIND  
ACCEPTABLE USE POLICY**

**STUDENT CONTRACT**

**(This is a legally binding document.)**

Directions

After reading the Terms and Conditions of the Mississippi School for the Blind Acceptable Use Policy, please fill out the appropriate portions of this Contract completely and legibly and sign this Contract acknowledging your understanding and acceptance of the Terms and Conditions of the Acceptable Use Policy. The signature of a parent or guardian is required for students currently under the age of eighteen. Please return the contract to your teacher. Anyone who does not return a signed Contract will be prohibited from the use of computer equipment at the Mississippi School for the Blind.

**CONTRACT**

I have read the Mississippi School for the Blind (“MSB”) Acceptable Use Policy. I understand and will comply with all Terms and Conditions of the Acceptable Use Policy. I consent to the monitoring of my use of the computer, including computer files, and Internet activities **and use of cell-phones or e-Readers** at MSB at any time. I understand that should I commit any violation of the MSB Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I further understand that MSB will fully cooperate with local, state or federal officials in an investigation related to illegal activities conducted through my **use of internet and/or technology resources**.

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(PARENT SIGNATURE PAGE ON REVERSE SIDE)

# MISSISSIPPI SCHOOL FOR THE BLIND

## ACCEPTABLE USE POLICY

### PARENT OR GUARDIAN CONTRACT

(This is a legally binding document.)

(If the student is under the age of eighteen, a parent or guardian must also read and sign this Contract.)

As the parent or guardian of this student, I have read the Mississippi School for the Blind (MSB) Acceptable Use Policy and I understand Terms and Conditions of the policy that my child is to follow while using the Internet at school. I understand that this access is designed for educational purposes only and I have discussed the proper use of the Internet at school with my child. I consent to the monitoring of my child's use of the computer, including computer files, and Internet activities **and cell-phone usage** at MSB at any time.

I understand that, if my child violates any of the Terms and Conditions of the policy, he/she will be punished based on the type of violation made. I understand that should my child commit any violation of the MSB Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I understand that the MSB will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through my child's **internet usage**.

I understand that the MSB has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the MSB to restrict access to all controversial materials and I agree not to hold them responsible for materials acquired by my child on the network. I accept full responsibility for supervision of my child's Internet access if and when my child's use is not in a school setting. Further, I accept full responsibility for my child's use of property of the MSB. I hereby give my permission for MSB to provide computer network and Internet access to my child and consent to the monitoring of my child's computer and Internet activities by MSB. I certify that the information contained on this Contract is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following numbers are for signature verification. No student will be allowed Internet access until the above signature is verified by telephone.

Daytime Phone Number: \_\_\_\_\_