

## INSTRUCTION

### ELECTRONIC INFORMATION SYSTEM

#### Acceptable Use Guidelines/Internet Safety Requirements

The Board believes that students need to be proficient and safe users of information, media, and technology. Therefore, the Kennewick School District utilizes electronic communication systems that allow exceptional opportunities for students, staff and patrons to communicate, learn, access, and publish information. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world, and that training to become a proficient technology user is a part of their basic education.

By creating this system, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The District provides the property comprising the system, and grants access to it by users, only for the educational activities authorized under this policy and regulation and under the specific limitations contained therein. Any use of the system must be in conformity with state and/or federal law, licenses, and District policy.

Unless otherwise specified, the following shall apply equally to students, employees, volunteers, and contractors employed by the District. Some employees, students, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or privileges.

Kennewick School District's system is a combination of local and wide area networks, linking computers in all District facilities together and providing access to the Internet. To help ensure student safety and citizenship in online activities, the District will provide education about appropriate behavior, including interacting with other individuals online, and cyberbullying awareness and response.

The Board directs the Superintendent or designee to provide training and procedures that encourage access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

The Board acknowledges that the District will be allowing students the opportunity to possess and take off-site District owned electronic devices such as laptops and Chromebooks. The network, the messages transmitted, and the documents created on district networks or devices may be subject to public disclosure under the Washington State Public Records Act. Identifiable student information will be protected to the extent authorized by law. The District will electronically supervise the use of such property and

