mail and other forms of electronic communication. It also mandates that schools educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and also include cyber bullying awareness and response.

a) <u>Internet Filtering.</u> The internet will be filtered, in accordance with CIPA to limit users to educationally appropriate sites, as recommended by the Technology Committee. At the same time, PPSD is aware that material on the internet is uncensored and that the District cannot guarantee that information found on the internet will be reliable or inoffensive.

The Technology Committee will review and recommend the filtering of content and categories of content. The Technology Committee shall prepare a document with the list of filtered categories that have been chosen, along with, a brief explanation of the educational or legal basis

f) The Office of Technology will annually review the requests made in the preceding year in order to determine whether the filtering categories and standards should be revised.

g) <u>Responsibilities of School Staff While Working With Students</u>
In addition to the filter, staff will exercise sound judgment and responsibility when giving students assignments using the internet as a resource. Students should have specific information, objectives and search strategies formulated before they access the internet. The staff member initiating the assignment must diligently supervise students using the internet to prevent unacceptable or inappropriate use of this resource. This supervision should be understood to mean continuous monitoring of students in computer labs, classrooms or media centers. Staff should guide students in the selection and evaluation of education materials, and assist students to develop safe practices for online learning particularly when the educational experience involves email, and other forms of direct electronic communications. Staff will be responsible to:

   i. Review and evaluate online resources to ensure they are appropriate and applicable to the curricular needs of the assignment and the developmental level of the student(s).

  ii. Monitor student computer use.

 iii. Provide instruction to students (appropriate to the student's ability/developmental level) on the following topics:

 iv. Guide students in the efficient use of appropriate online resources.

  v.

	f) Inappropriate mass-mailings are prohibited. This includes multiple mailings to distribution groups or individuals within PPSD e-mail address book. This also includes mass-solicitation for personal activities or personal gain. g) E-mail Archive is maintained to meet Federal Guidelines on all incoming and outgoing email on each user's account.
Training, Oversight, and Communication	Staff and students will be instructed on the appropriate use of the internet. Parents or guardians will be required to sign a permission form to allow their students to access the internet. Staff and students will sign a form acknowledging that they have read and understand the Internet Acceptable Use Policy which includes submittal of PPSD online forms (IAUP), that they will comply with the policy and understand the consequences for violating the policy.
Compliance with Laws, Confidentiality Requirements	General school rules and policies apply to all District computer use, internet activity and communication. If a user is found to be in violation of any of the provisions detailed in the above-mentioned policy, all network and internet rights and privileges will be suspended until an investigation is conducted.

Upon completion of the investigation, a decision will be given by the

consent of the sender or a recipient, except as necessary to investigate a complaint.

All personal/non-