

ELECTRONIC INFORMATION SOURCE POLICY

It is the policy of the Lafayette School Corporation to provide access to electronic information sources to all schools and to utilize electronic data management systems for all schools, within the financial resources of the Lafayette School Corporation. Employees of the Lafayette School Corporation are permitted to make limited personal use of corporation telephones, technology, and computer hardware and software. Each employee will need to determine if there are any individual income tax consequences resulting from this benefit. The Lafayette School Corporation views electronic information sources as extensions of school libraries, opening up vast, diverse, and unique resources to extend and enhance the learning process. The Lafayette School Corporation views electronic data management systems as necessary to record keeping, a tool for data analysis and the extension of school office filing systems.

It is recognized that a small percentage of the material available in electronic format may not be considered to be of educational value within the context of the school setting. However, on a network where people from around the globe are adding material continuously, it is impossible to ensure that a user will not encounter controversial material. It is believed that the information and interaction available outweigh the potential that users may encounter material that is inconsistent with the educational goals of the Lafayette School Corporation.

The Lafayette School Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat rooms sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive contents or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

It is recognized that data management systems are necessary to the flow of information between administration, staff, students and parents. It is recognized that the flow of information must be protected in a way that prevents unauthorized access to the information.

To protect students and staff, to the extent possible, from exposure to material that is inconsistent with the educational goals of the Lafayette School Corporation and to protect school data kept in data management systems from being accessed inappropriately, security systems will be utilized.

Therefore, prior to using electronic information sources and accessing data held in data management systems, each user must have a signed Electronic Information Source Use Agreement on file in the school. Student agreements must contain the signature of the student, and, if the student is under the age of 18, the signature of the parent or guardian.

Board Adopted: July 10, 1995

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