

## INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by the licensed employees.

In the case of textbooks, the board shall make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every six years.

Educational materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

Approved 7/1/93

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## SELECTION OF INSTRUCTIONAL MATERIALS

### I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the Adel DeSoto Minburn Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and non-printed material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
  1. The superintendent will inform the committee as to their role and responsibility in the process.
  2. The following statement is given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*



## SELECTION OF INSTRUCTIONAL MATERIALS

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*The principal will present your report, presenting both majority and minority opinions, to the complainant at the conclusion of our discussion of the questioned material.*

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material that advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those that involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government that exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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### SELECTION OF INSTRUCTIONAL MATERIALS

realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials that accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

#### III. Procedure for Selection

A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The appropriate building administrator approves the material recommended for purchase.

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:

- a. To acquire materials and provide service consistent with the demands of the curriculum;
- b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
- c. To effectively guide and counsel students in the selection and use of materials and libraries;
- d. To foster in students a wide range of significant interests;
- e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
- f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
- g. To encourage life-long education through the use of the library; and,
- h. To work cooperatively and constructively with the instructional and administrative staff in the school.

2. Materials selected are consistent with stated principles of selection. These principles are:

- a. To select material, within established standards, that will meet the goals and objectives of the school district;
- b. To consider the educational characteristics of the community in the selection of materials within a given category;

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#### SELECTION OF INSTRUCTIONAL MATERIALS

- c. To present the sexual, racial, religious and ethnic groups in the community by:
    - 1. Portraying people, both men and women, adults and children, regardless of their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive
    - 2. Placing no constraints on individual aspirations and opportunity.
    - 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
    - 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
  - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
  - e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
- a. Authority-Author's qualifications - education, experience, and previously published works;
  - b. Reliability:
    - 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
    - 2. Current-presentation of content that is consistent with the finding of recent and authoritative research.
  - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
  - d. Language:
    - 1. Vocabulary:
      - a. Does not indicate bias by the use of words that may result in negative value judgments about groups of people;
      - b. Does not use "man" or similar limiting word usage in generalization or ambiguities that may cause women to feel excluded or dehumanized.
    - 2. Compatible to the reading level of the student for whom it is intended.
  - e. Format:
    - 1. Book

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SELECTION OF INSTRUCTIONAL MATERIALS

- a. Adequate and accurate index;
  - b. Paper of good quality and color;
  - c. Print adequate and well-spaced;
  - d. Adequate margins;
  - e. Firmly bound; and,
  - f. Cost.
2. Non-book
    - a. Flexibility, adaptability;

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SELECTION OF INSTRUCTIONAL MATERIALS

- b. Curricular orientation of significant interest to students;
  - c. Appropriate for audience;
  - d. Accurate authoritative presentation;
  - e. Good production qualities (fidelity, aesthetically adequate);
  - f. Durability; and,
  - g. Cost.
3. Illustrations of book and non-book materials should:
- a. Depict instances of fully integrated grouping and settings to indicate equal status and non-segregated social relationships.
  - b. Make clearly apparent the identity of minorities;
  - c. Contain pertinent and effective illustrations;
4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
- 1. Bibliographies.
  - 2. Glossary.
  - 3. Current charts, maps, etc.
  - 4. Visual aids.
  - 5. Index.
  - 6. Special activities to stimulate and challenge students.
  - 7. Provide a variety of learning skills.
- g. Potential use:
- 1. Will it meet the requirement of reference work?
  - 2. Will it help students with personal problems and adjustments?
  - 3. Will it serve as a source of information for teachers and librarians?
  - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
  - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
  - 6. Will it help students and teachers keep abreast of and understand current events?
  - 7. Will it foster and develop hobbies and special interest?
  - 8. Will it help develop aesthetic tastes and appreciation?
  - 9. Will it serve the needs of students with special needs?
  - 10. Does it inspire learning?
  - 11. Is it relevant to the subject?
  - 12. Will it stimulate a student's interest?



SELECTION OF INSTRUCTIONAL MATERIALS

4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

Approved 11/12/07

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



INSTRUCTIONAL MATERIALS INSPECTION

Any student, parent, resident, or employee of the school district community may view the instructional materials used by the students. All instructional materials, including teacher manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

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Approved 5/8/95

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



REVIEW OF INSTRUCTIONAL MATERIALS REGULATION

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the review procedure.

a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. The principal in charge of the attendance center maintains a written record of the contact. Each building principal shall inform employees of their obligation to report complaints.

3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Review Request Form in full and filing it with the superintendent.

B. Request for Review

1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

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**Comment [1]:** If a student or parent (on behalf of a student) files a complaint, you may want to consider adding a provision to allow the student to use an alternative instructional material during the pendency of the reconsideration proceedings.

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## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

2. Each attendance center and the school district's central administrative office will keep on hand and make available Review Request Forms. Formal objections to instructional materials must be made on this form.
3. The individual will state the specific reason the instructional material is being challenged. The Review Request Form is signed by the individual and filed with the superintendent.
4. The superintendent will promptly file the objection with the review committee for re-evaluation.
5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Review Committee
  - a. The review committee is made up of eight members.
    - (1) One licensed employee designated annually, as needed, by the superintendent.
    - (2) One teacher-librarian designated annually by the superintendent.
    - (3) One member of the administrative team designated annually by the superintendent.
    - (4) Three members of the community appointed annually, as needed, by the board.
    - (5) Two high school students, selected annually by the high school principal.
  - b. The committee will select their chairperson and secretary.
  - c. The committee will meet at the request of the superintendent.
  - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
  - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
  - f. The committee will receive the completed Review Request Form from the superintendent.

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RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- g. The committee will determine its agenda for the first meeting that may include the following;

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## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- (1) Distribution of copies of the completed Review Request Form.
  - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Review Request Form.
  - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
  - (4) Distribution of copies of the challenged instructional material as available.
- h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
- i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- j. The individual filing the challenge is kept informed by the review committee secretary on the status of the Review Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

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Comment [2]: Consider whether to have the appeal go first to the superintendent, then to the board.

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## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to review materials that have previously been reviewed by the committee must receive approval of two-thirds of the committee members before the materials will again be reviewed.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

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## INSTRUCTIONS TO THE REVIEW COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the review committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The review process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures that are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

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## INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome



## RECONSIDERATION OF INSTRUCTIONAL MATERIALS

## REVIEW REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

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REVIEW INITIATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Schools(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self

Group or Organization

Name of group \_\_\_\_\_

Address of group \_\_\_\_\_

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



RECONSIDERATION OF INSTRUCTIONAL MATERIALS

1. What brought this item to your attention? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. To what in the item do you object? (Please be specific; cite pages or frames, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. In your opinion, what harmful effects upon students might result from use of this item?

\_\_\_\_\_  
\_\_\_\_\_

4. Do you perceive any instructional value in the use of this item? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Did you review the entire item? If not, what sections did you review? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. To replace this item, do you recommend other material that you consider to be of equal or superior quality for the purpose intended? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Do you wish to make an oral presentation to the Review Committee?

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RECONSIDERATION OF INSTRUCTIONAL MATERIALS

\_\_\_\_\_ Yes      (a) Please contact the Superintendent



RECONSIDERATION OF INSTRUCTIONAL MATERIALS

(b) Please be prepared at this time to indicate the approximately length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

\_\_\_\_\_ Minutes

\_\_\_\_\_ No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature



SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS

Dear:

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Review Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

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## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the educational program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation upon request and make a recommendation to the board annually regarding the use of technology in the curriculum.

Approved 7/1/93

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy "Instructional Materials Selection."

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Approved 7/1/93

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## ACCEPTABLE USE OF TECHNOLOGY

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This Policy sets forth basic guidelines that all students and employees of the District are expected to follow when using any District-owned network or device (as defined below). The district is not responsible for systems or networks over which it has no control. Parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using these electronic resources and online environments at home. Failure to abide by District policy and administrative regulations governing the use of these resources may result in the suspension and/or revocation of system access. Additionally, any student violation may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal.

Copies of this Policy shall be posted on the District's web site, in all District computer labs, and displayed upon login in district computers.

All users must sign the Acceptable Use Policy Agreement before accessing any ADM Network Resources.

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**DISTRICT OWNERSHIP**

The District, at its sole discretion, may provide access to various technological resources, including but not limited to the Internet and the District's network, District e-mail, web resources and platforms, computing devices (including desktop computers, laptop computers, and tablets and all peripheral devices thereto) to employees and students. The District may also, at its sole discretion, provide employees with access to District voicemail, cell phones, and/or smart phones as necessary to perform their job duties. Collectively, these resources will be referred to as the District's "Network Resources."

The District provides these Network Resources as a benefit to students and employees for the sole purpose of enhancing the educational opportunities offered by the District. Use of all ADM Network Resources is a privilege and not a right.

**NO EXPECTATION OF PRIVACY**

ADM CSD is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

All of the District's Network Resources are District property and are not confidential. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the District's systems or devices, including but not limited to e-mail, web postings, text messages, and other electronic communications.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



**ACCEPTABLE USE OF TECHNOLOGY**

Files containing personal information about a student or employee that are transmitted through or stored in the District's systems or devices are treated no differently than the District's other files, and students and employees have no expectation of privacy in such materials.

All communications sent over the ADM network or to or from any ADM-provided account or device, including text and images, may be subject to disclosure to applicable law enforcement or other third parties without prior consent of the sender or the receiver, as provided by law.

Miriam Van Heukelem 3/27/12 8:13 PM  
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**USER'S RESPONSIBILITY**

Users shall be responsible for the proper use of all ADM Network Resources issued or made available to them by the District. Students are responsible for immediately notifying a staff member of any damage to the device that they are using. Employees must immediately report any damage to District-issued devices to the Director of Technology.

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**NETWORK SECURITY AND SAFETY**

To the extent required by federal law, the District shall use technology protection measures to protect against the access of inappropriate materials online.

The District will monitor the online activities of students and will provide age-appropriate education and training about the provisions of this policy, including safe and appropriate online behavior (including interaction on social networking sites and chat rooms) and cyberbullying awareness and response.

Miriam Van Heukelem 3/27/12 7:56 PM

Comment [1]: This is in accordance with the Children's Internet Protection Act (CIPA), 47 USC section 254.

All users must follow these guidelines for promoting network security and safety:

- Users shall not share their accounts with anyone or leave the account open or unattended.
- Passwords shall remain confidential and should be protected by the user and not shared or displayed.
- Users are responsible for immediately District IT staff or administration of any possible security problems.
- For personal safety reasons, users should never reveal their full name, address or location, telephone number, or any other personally identifiable information using District Network Resources. Students should only communicate with others online using District Network Resources for educational purposes. Students should **never** share personally identifiable information or arrange a meeting in person with an individual whom they met online.
- Users should immediately inform a staff member or administrator of any online communication that is threatening, harassing, or otherwise inappropriate.

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## ACCEPTABLE USE OF TECHNOLOGY

## ACCEPTABLE USES OF TECHNOLOGY

## I. Responsible Use

- A. The authority for monitoring acceptable use of electronic Internet resources is delegated to Adel DeSoto Minburn Community School District staff members assigned to classrooms and the technology department.
- B. Instruction in the proper use of the Internet will be provided to staff members who will then provide similar instruction to students.
- C. Students and staff members are expected to practice appropriate use of the Internet, including compliance with applicable laws and District policies. Violations may result in disciplinary action.
- D. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines that require efficient, ethical and legal utilization of the computer network.
- E. Users are responsible for the content of all text, audio or images that they place on or send over the Internet.
- F. If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
- G. Any use of the Internet or transmission of material, information or software in violation of any federal, state, or local law or regulation, board policy, or building regulation is prohibited.

## II. Online Etiquette

- A. Users are expected to learn and abide by generally accepted rules of Internet network etiquette as well as school board policy regarding student conduct.
- B. Students should use common courtesy, politeness and should avoid vulgar language, sarcasm, and humor. Without face-to-face contact, comments can easily be misconstrued as criticism.
- C. Apply the same privacy, ethical and educational considerations that are utilized in other forms of communication.
- D. Each web site may have its own set of policies and procedures. It is the user's responsibility to abide by those policies and procedures.
- E. Respect all copyright and license agreements.
- F. Cite all quotes, references and sources taken from web sites.

## III. Rules Applicable to Specific Network Resources

## 1. Internet

- A. The Internet may be used by students and staff for school appropriate research or reference, or other legitimate educational purposes.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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Miriam Van Heukelem 3/27/12 6:55 PM

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Comment [2]: I do not see any age-specific forms included with the current policy, just the form for grades 3-12.

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## ACCEPTABLE USE OF TECHNOLOGY

- B. Users should attempt to access only school-appropriate material when using search engines such as Google, Bing, etc. to find web sites, images, or files.
- C. Users should only use social networking sites or other interactive web platforms for classroom courses or content.
- D. Should users encounter inappropriate material by accident, they should leave the site immediately.

## 2. E-Mail

All users of email accounts, regardless of whether or not they are school-issued or personal, must adhere to the following guidelines;

- A. Use of objectionable language is prohibited.
- B. Always sign messages.
- C. Always use caution when addressing messages to ensure that messages are not inadvertently sent to the wrong party.
- D. Acknowledge receipt of a document or file when appropriate.
- E. Transmission, creation, or access of bullying or harassing, defamatory, obscene, pornographic, profane, offensive, threatening, or discriminatory messages or messages that disclose personal or confidential information without authorization is strictly prohibited.
- F. Use of the ADM Network or ADM-provided accounts or devices to improperly distribute copyrighted materials is prohibited.
- G. Passwords must be kept in a discreet location and shall not be shared with anyone. Any employee identified as a security risk or having a history of problems with information security may be denied access to the ADM Network and ADM-provided accounts and/or devices.
- H. Use of another's user name/account to access e-mail or the Internet, with or without that user's permission, is strictly prohibited.

## 3. Computers, Laptops, Tables, and Other Similar Devices

- A. Users should log in using their username when possible. Use of another's username and password, with or without that user's permission, is strictly prohibited.
- B. Users who log into a public username should be aware that any documents left on the desktop or in the documents folder could be seen by other users using the same public username, and may be deleted at any time. Users should remove any personal documents on the desktop or in the documents folder before logging out.
- C. Users will handle all physical components of the computing or communication device, including all peripherals with care while using a computer. Keyboards and mice should be kept with computer workstations and not moved. Mobile devices (laptops, iPads, etc.) must be properly stored and plugged in (as appropriate) when not in use.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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Comment [3]: Deleted because I(F) above states that parents shall be responsible for costs. The Board can decide whether to allow with teacher permission, but these two sections should not be inconsistent with one another.

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## ACCEPTABLE USE OF TECHNOLOGY

## 4. Digital Storage Devices

- A. Users are responsible for ensuring any data stored on such a device is virus-free and should only be used to store the owner's school appropriate material.

## 5. Cell Phones, Smart Phones, and Other Handheld Devices

- A. Student use of cell phones is regulated by each building's administration. Permission for use of all other handheld devices must be obtained from a staff member for students to use them.
- B. Students may only use cell phones, smart phones, or other handheld devices with staff permission in accordance with to each building's policy.

## 6. PERIPHERAL DEVICES

- A. Students will use peripherals under the direction and/or permission of staff members.
- B. Users should print only when necessary and in quantities necessary.
- C. Color printers may only be used at the appropriate staff member's discretion.
- D. Users should only scan materials that are appropriate and do not violate any federal, state, or local law, rule, or policy.

## UNACCEPTABLE USES OF TECHNOLOGY

The District strictly prohibits inappropriate uses of the Internet and District Network Resources, including e-mail, web postings, text messages, and other online communications, which include but are not limited to the following:

- A. Disclosure of confidential or sensitive information known or entrusted to the District to any unauthorized individual.
- B. Misuse of copyrighted material or other copyright violations.
- C. Communicating in ways that disparage others.
- D. Communicating information that could be perceived as an official District position or endorsement without prior approval by proper District officials.
- E. Using confrontational or improper language or making defamatory statements.
- F. Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal, or otherwise offensive material. If a user encounters such prohibited material, the user should immediately terminate contact with the material and notify appropriate District personnel.
- G. Participating in any activity that could be interpreted as bullying, harassment, or discrimination.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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Comment [4]: Ensure that this is still accurate in practice.

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**ACCEPTABLE USE OF TECHNOLOGY**

- H. Misrepresenting an individual's identity or the source of communications or data.
- I. Attempting to break into any other Internet server, network, file, or similar activities.
- J. Accessing confidential information on District Network Resources without authorization.
- K. Promoting political or religious positions (including violations of ethics and campaign disclosure laws).
- L. Participating or engaging in activities that violate any local, state, federal, or international law, or any District policy, rule or standard.
- M. Operating a personal business or using District Network Resources for personal gain.
- N. Exporting or importing of any governmentally controlled technical data (such as software encryption) to or from authorized locations or persons, without appropriate licenses or permits.
- O. Disrupting the use of the District's Network by other users, or wasting system resources.
- P. Sending unsolicited messages (including spam).
- Q. Vandalizing District Network Resources through any malicious act or the attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet, or District Network Resources, or any other technologies or devices used in the District. This includes but is not limited to causing physical damage to devices as well as participation in hacking or the uploading or creation of viruses or other malicious programs to any District Network Resource.

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 TECHNOLOGY DEVICES

**HARASSMENT AND BULLYING**

In accordance with Iowa law, the District's policy prohibiting bullying and harassment applies to all electronic communications. Employees and students are prohibited from engaging in any bullying or harassing behavior via any electronic means, including those means that are not part of the District's Network Resources.

**VIOLATIONS AND SANCTIONS**

All users are expected to abide by the provisions of this Policy. Any student who uses technology in an unacceptable manner is in violation of the district's Student Behavior and Discipline Policy and will be subject to sanctions as stated in the policy. Since the nature of each violation may vary, the supervising classroom teacher and/or building administration is given broad discretion in determining the severity of the sanction. Students will be given written notification of the violation and sanction as stated on the Technology Acceptable Use Violation Notice.

Staff members who use technology in an unacceptable manner may also be subject to disciplinary actions up to and including dismissal.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



**ACCEPTABLE USE OF TECHNOLOGY**

Violations of this Policy may also result in the loss of a user's privileges to use any or all District Network Resources for an appropriate period of time to be determined by the supervising classroom teacher and/or administrator. Sufficiently severe violations may result in permanent loss of privileges, as determined by a District administrator.

District administration may confiscate any District-owned device from a student or employee, due to violation of this policy.

**Reliability**

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that employees or other persons may suffer. This includes damages due to loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions, whether caused by the District's own negligence or the employee's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The Adel DeSoto Minburn Community School District reserves the right to change this policy at any time. Students, parents and/or guardians will receive written notification of any changes.

In compliance with federal law, this policy shall be maintained for at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Approved 10/13/97Reviewed 5/14/12Revised 5/14/12

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## TECHNOLOGY ACCEPTABLE USE VIOLATION NOTICE

Student's Name \_\_\_\_\_

Students who violate the District's Acceptable Use Policy (see attached) shall be subject to the appropriate sanction described in the district's conduct policy in the student handbook. Violations that occur within a class period will be dealt with at the supervising teacher's discretion. For more serious violations, administration may be involved.

Supervising Teacher/Administrator \_\_\_\_\_

Date    Violation

Unacceptable use of:

\_\_\_\_\_ Internet and/or email

\_\_\_\_\_ Computers and/or peripherals

\_\_\_\_\_ Handheld devices

\_\_\_\_\_ Digital storage devices

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sanction

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervising Teacher/Administrator \_\_\_\_\_

Date    Violation

Unacceptable use of:

\_\_\_\_\_ Internet and/or email

\_\_\_\_\_ Computers and/or peripherals

\_\_\_\_\_ Handheld devices

\_\_\_\_\_ Digital storage devices

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sanction

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved 10/13/97

Reviewed 8/11/08

Revised 8/11/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



ACCEPTABLE USE OF TECHNOLOGY USER AGREEMENTFor Parents/Guardians of Students in

I have read and reviewed the ADM Technology Acceptable Use Policy with my child. I agree to have my child abide by all the rules listed in the policy. I accept responsibility and liability for the results of any actions with regards to my child's use of district technology. I release the district from any liability relating to consequences from my child's use of the Internet.

Student's Name (please print!) \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent or Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Miriam Van Heukelem 3/27/12 6:15 PM

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Miriam Van Heukelem 3/27/12 7:58 PM

**Comment [5]:** Your policy refers to agreements for specific grade levels to ensure age-appropriateness. You should either do so, or delete references to age-specific forms from your policy. You should also create a form for employees.

ADM CSD 5/9/12 9:14 AM

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Approved 10/13/97

Reviewed 8/11/08

Revised 8/11/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS



## II. Permission for Students to Use the Internet

Parents and/or guardians need to complete and sign a form granting permission for their children to use the Internet at school. Permission forms are specific to student maturity and levels of Internet use, therefore different forms will be issued at Pre-K/Kindergarten, third grade, sixth grade, and eighth grade<sup>[1]</sup>.