

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES

ADOPTED: 02/18/2015

REVISED:

INTERBORO SCHOOL DISTRICT

	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES</p>
1. Purpose	<p>The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>Employees with network access are expected to check email messages on a daily basis and respond within a reasonable amount of time.</p>
2. Authority	<p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet, telephone service charges, data fees, or any similar fee.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization including email by district users. The logging, monitoring and review may be conducted without cause and without notice. Each user of district's equipment by the use thereof agrees and consents to logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to the Internet, email or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that data stores on the district's servers or computers will not be private.</p>

<p>47 U.S.C. Sec. 254</p> <p>3. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The district reserves the right to log network use and monitor activity on district user personal technology when using the district’s network while on district property. All district users who operate personal technology to use the district’s network while on district property must abide by the district Acceptable Use Policy at all times.</p> <p>The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p> <p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p> <p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>While certain types of personal technology are allowable in the district, students and staff bring personal devices on school property at their own risk. The district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.</p> <p>Students and staff have the responsibility to learn the rules and guidelines for use of technology devices and resources, facilities and networks and to abide by them.</p> <p>The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.</p> <p>The building and/or district administrator shall have the authority to determine what inappropriate use is.</p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p>
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<p>4. Guidelines</p>	<ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. The filter may be disabled at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason. 2. Maintaining and securing a usage log and log of overridden activity. 3. Monitoring online activities. <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. All students, administrators and employees who use the Internet, email and other network resources must agree to and abide by all conditions of this policy. Each user must sign the district’s Internet, email and Network Access Agreement (“Agreement”), which is attached to this policy as Appendix A. In the case of a student, the student’s parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the district’s computers for access to the Internet or email without the approval or supervision of a teacher or district staff member. Internet-based curricular programs that are a mandatory part of instruction are captive and therefore do not fall under the parameters of Internet use (e.g. Measures of Academic Progress, MAP).</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Facilitating illegal activity. 2. Commercial or for-profit purposes. 3. Use to invade the privacy of other persons. <ol style="list-style-type: none"> a. Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teacher and administrator; and (ii) the individuals who are being recorded. b. Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless
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	<p>given express and specific permission in advance by: (i) a teacher and administrator; and (ii) the individuals who are being recorded.</p> <ol style="list-style-type: none">4. Product advertisement or political lobbying.5. Hate mail, harassment, discriminatory remarks, threatening statements, other anti-social communications, and offensive or inflammatory communication.6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.7. Access to obscene or pornographic material or child pornography; this includes sending, forwarding, receiving, viewing, and/or downloading.8. Access to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.9. Inappropriate language or profanity.10. Transmission of material likely to be offensive, objectionable or obscene to recipients.11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.12. Impersonation of another user, anonymity, and pseudonyms.13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.14. Loading or using of unauthorized games, programs, files, or other electronic media.15. Unauthorized use of social forums, email accounts, user accounts or passwords of others.16. Disruption of the work of other users (hardware or software of other persons shall not be destroyed, modified or abused in any way).17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.18. Quoting of personal communications in a public forum without the original author's prior consent.
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19. Use to read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.
20. The unauthorized disclosure, use or dissemination of personal information regarding minors.
21. Any unauthorized attempt to circumvent or disable the Filter or any security measure, including the use of a proxy server.
22. Any form of hacking activity, including but not limited to: use to upload, create or attempt to create a computer virus.

Students

Student users (and any other minors) also:

1. Shall not disclose, use or disseminate any personal identification information of themselves or other students.
2. Shall not engage in or access chat rooms, audio-visual internet services, social networks or instant messaging without the permission and direct supervision of a teacher or administrator.
3. Shall not use the system to access inappropriate materials or materials that may be harmful to minors.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Each user is required to report any security problems to appropriate school personnel. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

<p>Pol. 814</p>	<p><u>Consequences For Inappropriate Use</u></p> <p>The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provision of this policy is violated.</p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.</p> <p>The school district has the right to confiscate any electronic device that is brought to school or to a school function or activity: (i) that is used in violation of any of the rules or prohibitions contained in this policy, and/or in violation of local, state, or federal law; or (ii) that is used in plain sight or covertly in violation of any instructions or directives by any teacher, administrator, or other person who is in charge of the function or activity.</p> <p>Vandalism will result in cancellation of access privileges and other disciplinary actions as determined by the Superintendent or designee. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, social network sites, e-mail, Internet, etc.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p>
<p>47 U.S.C. Sec. 254</p>	<p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none">1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.5. Restriction of minors' access to materials harmful to them. <p>References:</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777</p> <p>Internet Safety – 47 U.S.C. Sec. 254</p> <p>Board Policy – 814</p>

Appendix A

INTERBORO SCHOOL DISTRICT
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Interboro School District's Internet Access, E-Mail & Network Resources Acceptable Use Policy while on district equipment or while accessing the district's network with personal technology within the district. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet, Network Resources and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the district's equipment; I acknowledge that all aspects of my use of the district's equipment is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district's equipment. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Interboro School District makes no assurances of any kind, whether express or implied, regarding any Internet, Network Resources or E-Mail services. I further understand that the use of any information obtained via the Internet, Network and/or E-Mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not or will not be responsible for any damage or loss which I suffer.

Student/Employee Name (Please Print)

Student/Employee Signature

Date

Note: For student users, parent or guardian must also read and sign this agreement.

Parent's or Guardian's Agreement

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the Interboro School District to ensure compliance at all times with the district's Internet Access, E-mail and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet, Network Resources and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.

As a parent/guardian of _____, I acknowledge that I received and understand the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy and the District's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet, Network Resources and E-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for Interboro School District to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or E-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and E-Mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that the district will take all practical means to safeguard students while using the Internet, but cannot guarantee that all communications from or to undesirable or ill-intended individuals will be prevented; my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and E-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Interboro School District to provide my child with Internet and E-mail access. I agree to compensate the district for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to (a) my child's violation of the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy while on district property or personal technology within the district or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Parent/Guardian Signature: _____

Print Name: _____ Date: _____