

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
NETWORKS, INTERNET,
COMPUTING RESOURCES AND
CIPA INTERNET SAFETY
COMPLIANCE

ADOPTED: June 28, 2010

REVISED:

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF NETWORKS, INTERNET, COMPUTING RESOURCES AND CIPA INTERNET SAFETY COMPLIANCE</p> <p>Internet access, electronic mail (E-mail) and network resources are available to teachers, administrators, and students of the Wallingford-Swarthmore School District for educational and instructional purposes and other purposes consistent with the educational mission of the District. The Wallingford-Swarthmore School District will be referred to as “District” throughout this policy. Use of the Internet and E-mail network is a privilege. This <i>Acceptable Use Policy</i> establishes guidelines for such use.</p> <p>With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the District cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network consistent with the Children’s Internet Protection Act (CIPA).</p> <p><u>Monitoring</u></p> <p>The District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. By using the District’s computers each user agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage. Network storage areas may be treated like school lockers, but searches of such network storage shall not be governed by the limitation of 22 Pa. Code §12.14(c). Network administrators may review student and staff files and communications to maintain system integrity and files and stored communications to ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on the District’s servers or computers will not be private. The District does not maintain archives of all E-mail messages.</p>
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<p>3. Guidelines</p> <p><i>Hazelwood School District et al. v. Kuhlmeier et al.</i>, 484 U.S. 260 (1988)</p>	<p><u>Filter</u></p> <p>The District will employ the use of an Internet filter (the “Filter”) as a technology protection measure pursuant to the Children’s Internet Protection Act (CIPA). Blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. The Filter may not be disabled for use by other minors for any reason.</p> <p><u>Access Agreement</u></p> <p>All students, administrators and teachers who use the District’s connection to the Internet, District E-mail and other District network facilities must agree to and abide by all conditions of this policy. Each user must sign the District’s <i>Internet, E-mail and Network Access Agreement</i> (“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 <i>Agreement and Notice of Parents/Guardians</i>. Students may not use the District’s computers for access to the Internet or for E-mail without the approval or supervision of a teacher or District staff member.</p> <p><u>Definitions:</u></p> <ol style="list-style-type: none"> 1. Appropriate Use: Appropriate use of the District’s access to the Internet, and the District’s E-mail and network technologies shall be in support of the educational mission and instructional program of the District and in accordance with this policy and the Children’s Internet Protection Act (CIPA) (114 Stat. 2763A-335). With respect to all users, all uses of the above technologies which are not for curricular purposes or in furtherance of the District’s legitimate pedagogical goals or which would tend to create any type of public forum using those technologies are expressly prohibited. 2. Harassment: shall be used in a manner consistent with the definition found elsewhere in District policy. Harassing behavior utilizing the technologies discussed in this policy shall be disciplined under both the terms of this policy and that of the relevant harassment policy. <p><u>Prohibitions</u></p> <p>All technology acquired, maintained or contemplated under this policy, shall be used only for curricular purposes and in furtherance of the District’s legitimate pedagogical goals. No part of these technologies, unless specifically designated, is maintained for purpose of furthering or permitting the creation of any public forum.</p> <p>Without in any way limiting the foregoing, the following are expressly prohibited uses of the above Internet access, E-mail and network technology.</p>
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<p>Pol. 248, 249, 348, 448</p>	<p><u>Illegal Use / Harmful To Others</u></p> <ol style="list-style-type: none"> 1. Uses which are illegal – including illegal purposes, use in an illegal manner, or otherwise legal activity intended to facilitate illegal activity – or any other use which does not fall within the above definition of Appropriate use. 2. Harassment, Bullying (as defined elsewhere in the District’s policies), unwelcome remarks or conduct based upon sex, race or other protected characteristics which could be reasonably and objectively understood to unreasonably interfere with a student’s education or employee’s position within the District, threatening statements and other similar antisocial communications on the network. 3. The illegal installation, distribution, reproduction or use of copyrighted software. 4. Use to access, view, send, create, post or obtain obscene material, including but not limited to pornography or child pornography or other sexually oriented material. 5. Use to obtain, copy or modify files, passwords, data or information belonging to other users without express permission of the owner to do so. 8. Use to intentionally misrepresent other users on the network. 9. Use of another person’s E-mail address, user accounts, passwords or District accounts (MMS, network, etc.). 10. The unauthorized disclosure, use or dissemination of personal information regarding minors. 12. Use while access privileges are suspended or revoked. 13. Use inconsistent with network etiquette and other generally accepted etiquette as set forth in District Administrative procedures and student Codes of Conduct. 14. Use to invade the privacy of other persons. 15. Posting anonymous messages. 16. Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail. <p><u>System Security</u></p> <ol style="list-style-type: none"> 1. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
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	<ol style="list-style-type: none"> 2. Loading or use of unauthorized games, programs, files, music or other electronic media. 3. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way). 4. Use to upload, create, or attempt to create a computer virus. 5. Any attempt to circumvent or disable the Filter or any security measure. 6. Removal of technology hardware (including desktops, laptops, printers, etc.) from District premises. 7. Disclosure or dissemination of any personal identification information of themselves or other students. <p><u>Commercial Use/Personal Gain</u></p>
<p>Pol. 919</p>	<ol style="list-style-type: none"> 1. Use for any commercial (whether for profit or not) purpose, including, without limitation, any advertisement for the same, except as otherwise permitted in District policy. 2. Use for lobbying or political purposes.
<p>P.L. 94-553 Sec. 107</p>	<p><u>Copyright</u></p> <ol style="list-style-type: none"> 1. Use which involves any copyright violation or for the copying, downloading or distributing of copyrighted material without the owner’s permission, unless permitted in accordance with the <i>Fair Use Guidelines</i>. (Copies of the <i>Fair Use Guidelines</i> are available in Instructional and Information Technology Offices.) 2. Copyright laws will govern the use of material accessed through the District system. Users that violate copyright laws will be solely liable for such violations. 3. Users may not use or install unlicensed software on district computers. 4. Users may not violate the law by illegally duplicating software. 5. Users may not plagiarize. Teachers will instruct students in appropriate research and citation practices. 6. When using material (text, graphics, sound, movies, etc.) from the Internet which could not be considered fair use for educational purposes, the user must request permission from the creator of the material before duplicating said material in any way. All materials on the Internet are considered copyrighted, whether so

	<p>stated or not.</p> <p>7. Users may not download materials in any format that is copyrighted without permission from the copyright holder, unless permission is expressly given to download and use that material.</p> <p><u>Establishments of Websites</u></p> <p>1. The District website has been established to develop web pages that present information about the District. The Technology Director, building administrators or their designees will be responsible for the approval of information posted on the website. All web pages will be posted at the discretion of and by the Technology Director, building administrators or their designees, unless otherwise stipulated by the Technology Director.</p> <p>2. District employees may not officially or unofficially represent the school district on non-district websites. The Wallingford-Swarthmore School District is not liable for information posted on non-district sites.</p> <p>3. Groups associated with the District as District curricular, co-curricular, or auxiliary groups, including but not limited to PTA's, booster clubs, band associations or other associations representing official school district activities, may not establish websites representing any school district-affiliated group without review by the Technology Director prior to posting and shall thereafter be subject to periodic content review. To the extent that any such review reveals content violative of this policy, the Technology Director may remove or require the group to remove the offending content. Any group fitting the above definition which is not under the direct control of the District but wishes to maintain its sanction from and connection to the District, shall likewise abide by the rule set-out herein.</p> <p>4. The District shall not place links on its own web site, except to the above affiliated groups which are under the direction of the District, and except as specified below.</p> <p>5. Schools and classes may establish web pages that present information about the school or class activities or for educational purposes. Teachers are responsible for the content created by their students.</p> <p>6. Any links occurring on district web pages must accord with the law and must only link to sites that have an educational purpose. Links may not be identified with defamatory, slanderous, libelous or inappropriate language. No attempt should be made to misrepresent the location of a link.</p>
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7. Only users authorized to do so by the Technology Director may post information on the authorized district websites. All websites operated under authority of this policy, and the content therein, are subject to prior approval of and periodic review by the Technology Director.
8. The Technology Director reserves the right to edit or remove any material posted to any of the websites authorized pursuant to this policy.
9. Notices of upcoming events is permitted, but no advertising shall appear on the District website except as directed under District policy 919.

Security

Security on any computer system is a high priority, especially when the system involves many users. Upon discovery of any security issue or concern, especially including any suspected breach, each user with knowledge of the issue or concern is independently required to report it to the Technology Helpdesk. The means of duplicating the target problem is not to be demonstrated, described or otherwise disseminated to other users.

Because the security of the system depends in part on the security of user passwords:

1. Users shall not share their passwords with any other individual.
2. The Administration will issue guidelines with recommendations for both appropriate passwords and maximum time that may elapse before a user will change his or her password.
3. Prior to that maximum time, if a user believes that another individual has learned the user's password, it shall be the user's responsibility to change his or her password.

Consequences Of Inappropriate Use

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 that any one or more provisions of this policy is violated.

In addition to disciplinary procedures, the user shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. District Administration may report illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) to the appropriate legal authorities for possible prosecution. The District reserves the right to remove any user account from the network to prevent unauthorized or illegal activity.

<p>P.L. 94-553 Sec. 107 P.L. 106-554 Sec. 1711, 1721, 1732 20 U.S.C. Sec. 6777 PA Code</p>	<p>The use of the District’s access to the Internet and the District’s E-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use based upon the above guidelines, and their decision on behalf of the District Administration is final. A user may petition the Board of School Directors (“Board”) to hear an appeal of the above decision.</p> <p><u>Education</u></p> <p>The District Faculty and Administration shall, to the extent practical, take steps to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.</p> <p>It shall be the responsibility of all members of the District Faculty, Staff and Administration to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act</p> <p><u>Other Issues</u></p> <p>Disclaimer - The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries or service interruption. Use of any information obtained through the use of the District’s computers is at the user’s risk.</p> <p>The District disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.</p> <p>Charges - The District assumes no responsibility or liability for any charges incurred by a user. Under normal procedures governing use of the District’s technology, there will be no cost incurred.</p>
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815. INTERNET ACCESS, E-MAIL & NETWORK RESOURCES ACCEPTABLE USE POLICY – Pg. 8

Title 22 Sec. 403.1 School Code 24 P.S. Sec. 4601 et seq Board Policy 814	
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Addendum A: Internet, E-mail and Network Access Agreement

User Acknowledgement Form

I acknowledge that I have received, understand, accept, and will abide by the District's Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy. Further, I understand that this policy governs my use of all District technology and, under certain circumstances, my own technology that I might bring into the District. It also may govern my actions outside of school that might reasonably have an impact in any of the District's schools. I have been instructed to read the provisions of this policy and follow the rules and directions set out in it. Additionally, I understand that if I violate the policy, I am subject to discipline from the School District and could be subject to actions against me, both civilly and criminally, and in both federal and state courts.

I also understand that I have no expectation of privacy in any of the technology referenced in the policy, including my personal technology, due to the access and interception rights reserved by and granted to the District.

Regarding my use of the Internet and E-mail services, and excepting content originating from the District, I understand that the District has no control over such content and neither assures nor attempts to assure the accuracy of any information. Therefore, the use of such content is at the my sole risk and the District specifically disclaims all responsibility for its accuracy or quality.

Finally, if I violate the Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy or its administrative procedures, I agree to compensate the District for any expenses or costs it incurs as a result of my violation.

Acknowledgment of this policy is for the duration of enrollment and/or employment for School District students and employees, and for the duration of any individual access by guest.

Date

User's Signature

User's Name

Parent, if User is a Minor

(Where User is a minor, Parent must also read and sign on the next page)

Agreement and Notice of Parents/Guardians

Parent Acknowledgement

Just as my child has reviewed the Internet Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy, I have also reviewed the policy and both understand and agree to its terms.

I acknowledge that although the District monitors internet use and utilizes blocking/filtering software, my child will be required to make independent decisions and use good judgment in his or her use of the Internet and E-mail because, despite such monitoring and software, it is not possible for the District to ensure compliance at all times with the Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy and other District policies. Further, and although the District will seek to educate my child on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, that I will also communicate with my child concerning my expectations on appropriate use of all uses of the Internet and E-mail.

While I authorize the District to monitor and review all communications to or from my child on the Internet and E-mail, as well as any stored files or communications, I recognize that it is not possible for the District to monitor and review all such communications or files. I have nevertheless 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 the responsibilities of such access 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 District to provide my child with Internet and E-mail access and agree that I will not hold the District responsible for any liability related to or arising from my child's violation of the District's Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy or (b) any materials acquired by my child, or contacts made by or to my child, through the Internet or E-mail.

Finally, I agree to compensate the District for any expenses or costs it incurs as a result of my child's violation of the Acceptable Use of Networks, Internet, Computing Resources and CIPA Internet Safety Compliance Policy or its administrative procedures.

Date

Parent Signature

Parent Name