

LACKAWANNA TRAIL SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
INTERNET/COMPUTER
NETWORK

ADOPTED: MAY 28, 2009

REVISED: MAY 2009

815. ACCEPTABLE USE OF INTERNET/COMPUTER NETWORK	
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>
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.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.</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>
3. Delegation of Responsibility	<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>4. Guidelines</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>The building administrator shall have the authority to determine what inappropriate use is.</p> <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.</p> <p><u>Administration/Faculty/Staff Email Use:</u></p> <ul style="list-style-type: none">• Limited to professional/educational communication.• Mass emails are to be used with prior approval of the building principal or Superintendent.• Responses to mass emails are to be replies to the sender, not the entire group to which it was sent.• All email activity is subject to administrative review and is not private.• Building Administrators may establish their own email guidelines.• Loss of access and other disciplinary actions shall be consequences for failure to adhere to this policy. <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. Illegal activity.2. Commercial or for-profit purposes.3. Non-work or non-school related work.4. Product advertisement or political lobbying.5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.7. Accessing obscene or pornographic material.
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8. Inappropriate language or profanity.
9. Transmitting material likely to be offensive or objectionable to recipients.
10. Intentionally obtaining or modifying files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or using unauthorized games, programs, files, or other electronic media.
14. Disrupting the work of other users.
15. Destroying, modifying, or abusing network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. Bullying/Cyberbullying.
18. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
19. Non-professional internet access (ex. online shopping, travel reservations, unauthorized sites, etc.)
20. Unauthorized program downloads/installations.

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. 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>P.L. 94-553 Sec. 107 Pol. 814</p> <p>Federal Regulations P.L. 94-553 Sec. 107</p> <p>Board Policy 814</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.</p> <p>Network users shall not reveal personal addresses or telephone numbers to other users on the network.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p><u>Consequences For Inappropriate Use</u></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>Vandalism will result in cancellation of access privileges. 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>
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