

PENN HILLS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
INTERNET

ADOPTED: September 9, 2003

REVISED:

815. ACCEPTABLE USE OF INTERNET	
<p>1. Purpose</p>	<p>The Penn Hills School District has established Internet connectivity for use by students and staff. The purpose is to promote education and research and to support the district's curriculum. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to current information as well as archived materials from a variety of institutions.</p>
<p>2. Authority P.L. 106-554 Sec. 1732</p>	<p>With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Penn Hills School District has taken available precautions to ensure the educational use of the Internet, as outlined in this policy and agreements. However, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The Penn Hills School District employs filters that block access to obscenity, child pornography, and materials harmful to minors as defined by The Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA); and, furthermore, enforces this policy for Internet safety utilizing technology protection measures in compliance of CIPA and NCIPA. The Penn Hills School District firmly believes the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials not consistent with the educational goals of Penn Hills School District. Technology protection measures are applied to all computers with Internet access to protect against prohibited materials and to protect minor's access to inappropriate matter on the Internet and World Wide Web.</p>
<p>3. Guidelines P.L. 106-554 Sec. 1711-1721</p>	<p><u>Users</u></p> <p>Use of the Internet is available to PHSD students, staff and others who have agreed to this policy, have been trained in Internet use, and are using it in pursuit of an educational objective related to the district's curriculum. Use of the district's Internet resources for personal use unrelated to the district's stated curriculum is prohibited. Students may only use the Internet under the direct supervision of a faculty member, thus minimizing the potential for misuse. The Penn Hills School District affirms</p>

CIPA and NCIPA compliance to protect the safety and security of minors using district supported forms of direct electronic communications. The Penn Hills School District further affirms the monitoring of the online activities of minors. All users must recognize that computer resources are limited and are shared by many students and teachers. Computer use by students is available only when faculty supervision is possible.

The Superintendent or his/her designee may authorize the disablement of the technology protection measures to enable access for bona fide research for other lawful purposes as per NCIPA.

Real and Simulated Use

All users who will be interactive with the Internet must sign the attached acceptable use contract. **Interactive** means using any district equipment to establish a real-line connection to the Internet.

Simulated access achieved through downloaded web pages or other files that are locally housed can give students the feel of the Internet information and materials but without global implications. In this simulated situation, students do not need to sign the accompanying agreement as they can only access selected sites which have met the criteria of the district's selection policy for resources and educational materials.

Acceptable Use

The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of an account must be consistent with the educational objectives of the PHSD and conform to the Technology Code of Conduct Policy and its guidelines. Transmission of any material in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Unauthorized access, including so-called "hacking", unlawful activities by minors online, as well as unauthorized disclosure, and the use and dissemination of personal information by minors are prohibited.

Some additional examples of unacceptable use are as follows:

1. Displaying or copying offensive or inappropriate messages or pictures.

P.L. 94-553
Sec. 107
Pol. 814

2. Violating copyright laws, including the illegal use of copyrighted software.
3. Uploading, creating, or knowingly transmitting computer viruses.
4. **Vandalizing**, defined as malicious intent to harm or destroy hardware or software.
5. Using the network for any illegal activity.
6. Gaining unauthorized access to resources or databases.
7. Vandalizing the data, files, or e-mail of another user.
8. Intentionally wasting limited computer resources.
9. Failing to delete downloaded/saved information from storage facilities after usefulness.
10. Storing, misusing, or attempting to implement specifically cited non-educational media, namely, video/arcade games, music or other CDs, inappropriate websites, or unlicensed software.
11. Downloading and/or executing software specifically aimed at "hacking" the network.

Students are not permitted to retrieve personal e-mail, download software, engage in discussion groups or have non-educational software/files stored in their personal folder unless it is with the specific permission of an instructor for an educational purpose.

Privileges

The use of the Internet is a privilege, not a right. Each user is held responsible for his/her actions and activity on the Internet. Inappropriate use will result in cancellation of those privileges. A committee formed by the Superintendent will deem what is inappropriate and their decision is final. This committee may close an account any time as required, shall detail procedures and will maintain the records of such requests and actions taken. The administration, faculty, and staff of the Penn Hills School District may request the system administrator to deny, revoke, or suspend specific user accounts.

Netiquette

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Users need to be aware that electronic mail is not necessarily private. Users should read only their own mail and are responsible for deleting it. Messages relating to or in support of illegal activities may be reported to the authorities.
2. All users must sign their e-mail messages. Anonymous messages are prohibited.
3. Be polite. Abusive language, swearing, or profanity will not be tolerated. **Flaming**, the practice of sending abusive e-mail to inept users, is forbidden. Harassing, insulting, or attacking others is also forbidden. Anyone who receives inappropriate e-mail should forward the message to the system administrator.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.
5. All communications and information accessible via the Penn Hills School District network(s) should be assumed to be private property. Posting personal communications to a public forum like a newsgroup without the author's prior consent is prohibited.
6. For safety purposes, do not reveal your personal address or phone number or that of other students, teachers or colleagues. **NEVER AGREE TO MEET AN E-MAIL ACQUAINTANCE IN PERSON.**

Security

Security on any computer system is a high priority, especially when the system involves many users. Any security problem, whether real or potential, should be reported to the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Users will not intentionally seek information on, obtain copies or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Users will not modify the functionality of any network client software. Users will not modify any configuration settings on any district computers offering Internet access. Users identified as a security risk may be denied access to Internet.

<p>Pol. 218, 317, 417, 517</p>	<p><u>Consequences of Misuse</u></p> <p>Abuse of the Internet, including e-mail, will result in denied access. Additional disciplinary action, restitution, and/or prosecution may be determined in accordance with the district discipline policy and in cooperation with law enforcement agencies. The Technology Committee will determine inappropriate use and their decision is final.</p> <p><u>Vandalism</u></p> <p>Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, listed agencies or other networks that are connected to NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.</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, e-mail, Internet, etc.</p>
<p>P.L. 106-554 Sec. 1732</p>	<p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</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 minor's access to materials harmful to them.

<p>18 Pa. C.S.A. Sec. 3953</p>	<p><u>User Responsibility for Updating</u></p> <p>Networked access to the Internet may occasionally require new registration, account information, and changing of passwords by the user to continue the service. Internet users must notify the system administrator for Internet access of any changes on account information (building, address, etc.).</p> <p><u>Fees and Warranties</u></p> <p>Currently there are no fees for this service. The PHSD makes no warranties of any kind, whether expressed or implied, for the service they are providing. PHSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own technology or user errors or omissions. Use of any information obtained via PHSD is at the user's own risk. Penn Hills School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.</p> <p><u>Exception of Terms and Conditions</u></p> <p>All terms and conditions stated in this document are applicable to the Penn Hills School District and any Internet provider used by the district, in addition to NSFNET. These terms and conditions reflect the <u>Technology Code of Conduct</u>, the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. Violators, including those who assist another in the violation of these policies, will be subject to discipline, restitution, and/or prosecution. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania, and the United States of America.</p> <p>The computer network and the software providing Internet connectivity and e-mail are owned by the Penn Hills School District and are intended to be used for educational purposes only. The district reserves the right to access and disclose all messages sent over its e-mail system or any Internet access logs, and to access any computer hardware, software, or peripheral owned by the district for the purpose of auditing Internet use and access to web sites. Students, staff and others using the Penn Hills School District computer network do not have a personal privacy right in any matter created, received or sent from or to the district's computer network via e-mail or Internet. Accordingly, students, staff and others shall have no expectation of privacy with regard to e-mail or utilization of the Internet.</p>
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