

Technology Code of Conduct Penn Hills School District

The Penn Hills School District recognizes the importance of technology in the education of our students and provides computers, software and related resources such as the Internet to support the comprehensive educational program.

All users of technology, which are defined as students, staff, community members, and others given access to District technological resources, are required to exercise ethical, appropriate and responsible behavior as outlined in the Technology Code of Conduct policy. The ethical, appropriate, and responsible behaviors described will hence be referred to as acceptable use.

The Penn Hills School District reserves the rights to limit, restrict, or extend technology use privileges and access to its resources. The use of technologies is a privilege that may be revoked for abusive conduct. Tampering with, vandalism of, unauthorized use of or inappropriate use of Penn Hills School District technologies is prohibited. Prohibited actions may occur on or off school property due to technological configurations. Violators, including those who assist another in the violation of this policy will be subject to discipline, restitution and/or prosecution (18 Pa. C.S.A. Sec. 3953).

GUIDELINES

System Standardization

All technology purchases including software and hardware will be evaluated using established evaluative procedures to ensure they meet curricular needs and equipment specifications.

Purchasing Control

Appropriate staff will be involved to ensure all technology, computer hardware and/or software, are reviewed by the District technology committee or its designee relative to compatibility with present systems and licensing.

Software Placement, Use and Copyright Enforcement

All software placed on classroom or network computers must have pre-approval of the designated system administrator (or other designee assigned with this responsibility) and adhere to the provisions of copyright laws and licensing agreements in all areas of instructional use. The Penn Hills School District will conduct a periodical inventory of all software residing on district computers to determine the license legitimacy of resident software.

No person shall use or cause to be used, on any District computer software, which is not one of the following categories:

1. It is in the public domain and proof is on site.

2. It has been approved for purchase by the District.
3. It is covered by a licensing agreement purchased by the District.
4. It is being previewed.
5. It has been written or developed by the user, a District employee or student.

Data Security

In order to adequately protect from unauthorized access to data and files, user passwords should not be revealed to any other individual. If the confidentiality of a password has been violated, the password should be changed immediately.

Staff members, assigned technology support duties, may be permitted additional access to software, passwords, and protocols as deemed necessary.

Transfer and Movement of Equipment

The established District policies and procedures for the transfer of equipment must be followed when moving computer hardware and other technologies.

Responsibility and Acceptable Use

Users are responsible for acceptable use of all technology, computers, software, and passwords assigned to them along with any software files residing in their personal directories.

The following are considered to be examples, but not an all-inclusive list of **violations of acceptable use**. Each user will treat District technology, equipment, hardware and software in a responsible manner and **will not**:

1. Mistreat District technology, equipment, computers or software.
2. Alter, delete, damage or copy any District computer file, database, or modify District computer configurations.
3. Attempt to illegally enter Penn Hills School District computer networks, circumvent data protection schemes, uncover/discover security loopholes, reveal their passwords to others or attempt to gain access to others user's accounts or passwords.
4. Copy personal software or unauthorized public domain software onto District stand-alone or network computer.
5. Create or introduce, run or install, or give to another, a program that invades, disrupts, absorbs, destroys or could result in eventual damage to a file, computer system, and information network or in the reproduction of itself. This is directed toward, but limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
6. Originate, send or receive using District technologies profanity or vulgarities; derogatory and otherwise inappropriate messages or information; libelous statements; pornographic materials; or pirated or destructive software.
7. Perform acts, which are wasteful of technological resources or unfairly monopolize resources to the exclusion of others; or for any purpose not directly related to school activities.
8. Violate copyright and/or licensing agreements or violations of other federal, state and local statutes, ordinances and regulations relative to computer usage.
9. Perform acts of theft of equipment, time, services, software or supplies.