

Penn-Trafford School District
Internet Access, E-Mail & Network Resources
Acceptable Use Policy

Purpose:

Internet access, electronic mail (“E-mail”) and network resources are available to teachers, administrators and students in the Penn-Trafford School District for educational and instructional purposes and other purposes consistent with the educational mission of the School District. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the School 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. The Penn-Trafford School District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility that users may procure inappropriate or offensive material.

Procedures:

A. Monitoring. Penn-Trafford 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. Each user of a School District’s computer by the use thereof 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. 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 files stored on district servers or computers will not be private. The School District does not maintain archives of all E-mail messages.

B. Filter. Penn-Trafford School District will employ the use of an Internet filter (the “Sonic Wall”) as a technology protection measure pursuant to the children’s Internet Protection Act. The Filter may be disabled by the network administrator 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.

C. Access Agreement. All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign Penn-Trafford’s Internet, E-mail 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 School District’s computers for access to the Internet or for E-mail without the approval or supervision of a teacher or Penn-Trafford staff member.

Acceptable Use Policy:

A. Prohibitions. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of our School District. With respect to all users, the following are expressly prohibited:

Use for inappropriate or illegal purposes.

Use in an illegal manner or to facilitate illegal activity.

Use for commercial, private advertisement or for-profit purposes.

Use for lobbying or political purposes.

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.

Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.

The illegal installation, distribution, reproduction or use of copyrighted software.

Use to access, view or obtain material that is pornography or child pornography.

Use to transmit material likely to be offensive or objectional to recipients.

Use to obtain, copy or modify files, passwords, data or information belonging to other users.

Use to misrepresent other users on the network.

Use of another person's E-mail address, user account or password.

Loading or use of unauthorized games, programs, files, music or other electronic media.

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).

Use to upload, create or attempt to create a computer virus.

The unauthorized disclosure, use or dissemination of personal information regarding minors.

Use for purposes of accessing, sending, creating or posting, materials or communications that are:

Damaging to another's reputation,
Abusive,
Obscene,
Sexually oriented,
Threatening,
Contrary to the School District policy on harassment,
Harassing, or
Illegal.

Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use guidelines.

Use to invade the privacy of other persons.

Posting anonymous messages.

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.

Use while access privileges are suspended or revoked.

Any attempt to circumvent or disable the Filter or any security measure.

Use inconsistent with Network etiquette and other generally accepted etiquette.

B. Students. Student users (and any other minors) also:

shall not use the system to access inappropriate materials or materials that may be harmful to minors.

shall not disclose, use or disseminate any personal identification information of themselves or other students.

shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

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

Be polite. Do not become abusive in messages to others. General School District rules and policies for behavior and communicating apply.

Use appropriate language. Do not swear or use vulgarities or other inappropriate language.

Do not reveal the personal addresses or telephone numbers of others.

Recognize that E-mail is not private or confidential.

Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users.

Consider all communications and information accessible via the Internet to be private property.

Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

- D. Security. Security on any computer system is a high priority especially when the system involves many users. Each user is required to report any security problems to the System Administrator. The problem is not to be demonstrated to other users.

Consequences of Inappropriate Use:

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet and E-mail is a privilege, not a right. The Penn-Trafford administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

Other Issues:

- A. Disclaimer. Penn-Trafford School District makes no warranties of any kind, whether express or implied, for the service it is providing. The School 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 School District's computers is at the user's risk. The School District disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.
- B. Charges. The School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
- C. Listservs and Software. Subscriptions to listservs must be pre-approved by the School District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

PENN-TRAFFORD SCHOOL DISTRICT
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn-Trafford School District's Internet Access, E-mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet 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 School District's computers; I acknowledge that all aspects of my use of the School District's computers 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 School District's computers. 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 School District makes no assurances of any kind, whether express or implied, regarding any Internet or E-mail services. I further understand that the use of any information obtained via the Internet and/or E-mail is at my own risk; that the School District specifically disclaims responsibility for the accuracy or quality of such information; and that the School District is not, will not be, responsible for any damage or loss which I suffer.

User Name (Please Print)

User 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 Penn-Trafford School District to ensure compliance at all times with the School 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 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 School District's Internet Access, E-Mail and Network

Resources Acceptable Use Policy and the School District's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and E-mail access is designed for educational and instructional purposes and that the School District will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for School District to prevent access to all inappropriate and objectionable material, and I will not hold the School 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 it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and E-mail; that there is no practical means for the School District to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the School 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 School 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 Penn-Trafford School District to provide my child with Internet and E-mail access. I agree to compensate the School 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 School District responsible for any matter arising by reason of or relating to (a) my child's violation of the School District's Internet Access, E-Mail and Network Resources Acceptable use Policy or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Signature: _____

Date: _____

Print Name: _____

PENN-TRAFFORD SCHOOL DISTRICT
STAFF NETWORK ACCEPTABLE USE AGREEMENT

I understand, accept, and will abide by the Penn-Trafford School District's Acceptable Use of Network Resources Agreement. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked; disciplinary and/or appropriate legal action may be taken.

User Name (Please Print)

User Signature

Date