

**EASTERN  
LANCASTER  
COUNTY  
SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET/NETWORK AND  
SAFETY POLICY

ADOPTED: April 15, 2013

REVISED:

<p><b>815. ACCEPTABLE USE OF INTERNET/NETWORK AND SAFETY POLICY</b></p>	
<p>1. Purpose</p>	<p>Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators, staff and students in the Eastern Lancaster County School District for educational and instructional purposes and other purposes consistent with the educational mission of the district. Use of the Internet and e-mail network is a privilege. This policy 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. The 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.</p>
<p>2. Authority</p>	<p>The Board establishes that Internet access, email, and 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>
<p><b>47 U.S.C. Sec. 254</b></p>	<p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p>
<p><b>24 P.S. Sec. 4604</b></p>	<p>The Board shall designate a content filter appliance that blocks internet access to visual depictions of obscenity, child pornography, or material harmful to minors.</p>
<p>3. Delegation of Responsibility</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><b>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</b></p> <p><b>24 P.S. Sec. 4604</b></p> <p>4. Guidelines</p> <p><b>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</b></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 Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol> <p>The district shall provide a copy of this policy to parents/guardians, upon written request.</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. Each user shall agree and consent to such logging, monitoring and review and acknowledge that s/he has only a limited expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage. Network and district-assigned cloud-computing 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 district is not required to maintain archives of e-mail messages.</p> <p><u>Filter</u></p> <p>The district, will employ the use of an Internet filter as a technology protection measure to comply with state and federal law. The filter may be disabled by the network administrator at the workstation level for use by an adult administrator, teacher or other staff member for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.</p>
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<p><b>SC 1303.1-A Pol. 249</b></p>	<p><u>Access Agreement</u></p> <p>All students, administrators, teachers and staff who use the Internet, e-mail, cloud-computing, and other network facilities must agree to and abide by all conditions of this policy regardless if the district provides a computer or the user uses a personally-owned device. Each user must sign the Eastern Lancaster County School District Internet Acceptable Use and Safety Policy Agreement. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians.</p> <p><u>Acceptable User</u></p> <p><i>Prohibitions -</i></p> <p>Use of the Internet, e-mail, cloud-computing, and network technology must be in support of the educational mission and instructional program of the district. With respect to all users, the following are expressly prohibited:</p> <ol style="list-style-type: none"><li>1. Use for inappropriate or illegal purposes.</li><li>2. Use in an illegal manner or to facilitate illegal activity.</li><li>3. Use for commercial, private advertisement or for-profit purposes.</li><li>4. Use for lobbying or political purposes.</li><li>5. Bullying/Cyberbullying.</li><li>6. 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.</li><li>7. Hate mail, harassment, discriminatory remarks, threatening statements and other offensive or inflammatory communications on the network.</li><li>8. The unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.</li><li>9. Use to access, view or obtain material that is pornography or child pornography.</li><li>10. Use to transmit material likely to be offensive or objectionable to recipients.</li><li>11. Use to obtain, copy or modify files, passwords, data or information belonging to other users.</li></ol>
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<p><b>Pol. 814</b></p>	<ul style="list-style-type: none"><li>12. Use to misrepresent other users on the network.</li><li>13. Use of another person's e-mail address, user account, or online identity.</li><li>14. Loading or use of unauthorized games, programs, files, music or other electronic media.</li><li>15. Use to disrupt the work of other persons (the hardware, software, or digital work of other persons shall not be destroyed, modified or abused in any way).</li><li>16. Use to upload, create or attempt to create a computer virus.</li><li>17. The unauthorized disclosure, use or dissemination of personal information regarding minors.</li><li>18. Use for purposes of accessing, sending, creating or posting materials or communications that are:<ul style="list-style-type: none"><li>a. Damaging to another's reputation.</li><li>b. Abusive.</li><li>c. Obscene.</li><li>d. Sexually oriented.</li><li>e. Threatening.</li><li>f. Contrary to the district's policy on harassment.</li><li>g. Harassing.</li><li>h. Illegal.</li></ul></li><li>19. 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 fair use guidelines.</li><li>20. Use to invade the privacy of other persons.</li><li>21. Posting anonymous messages.</li><li>22. 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.</li></ul>
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23. Use while access privileges are suspended or revoked.

24. Any attempt to circumvent or disable the filter or any security measure.

25. Use inconsistent with network etiquette and other generally accepted etiquette.

*Students -*

In addition to the prohibitions outlined above, student users (and any other minors) also shall not:

1. Use the system to access inappropriate materials or materials that may be harmful to minors.
2. Disclose, use, or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.
4. Order any materials or use credit cards while using district-assigned computers.

*Etiquette -*

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

1. Be polite. Do not become abusive in messages to others. General district rules and policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal passwords, identification numbers, addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.

7. The district is not responsible for the security of online commerce using district computers, internet, or networks. (i.e. banking, online ordering, credit card use, etc.).
8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sex, sexual orientation, color, religion, creed, ancestry, national origin, age, marital status or handicap/disability status.

*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 shall not be demonstrated to other users.

Consequences For 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 that may be taken for policy violations, failure by any user to follow the procedures and prohibitions listed in this policy may result in the loss of access to the Internet, e-mail, cloud-computing, or network use. 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 district reserves the right to remove a user's technology privilege to prevent unauthorized or illegal activity.

The use of the district-provided technology is a privilege, not a right. Administrative staff, along with the Technology director, will deem what is appropriate and inappropriate use and their decision is final. A list of the various levels of discipline shall be posted in the library and shall be made available upon request.

Safety

The District will take reasonable steps to protect users of the district-provided technology from harassment and unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Users shall not reveal personal information to other users on the network, including chat rooms, E-mail, Internet, etc.

District computers utilized by students and staff shall be equipped with Internet blocking/filtering software.

**20 U.S.C.  
Sec. 6777  
47 U.S.C.  
Sec. 254**

<p><b>47 U.S.C. Sec. 254</b></p>	<p>The district will educate all students about appropriate online behavior, including the interaction with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Documentation of such training shall be accessible or maintained by the district E-rate coordinator.</p> <p><u>Other Issues</u></p> <p><i>Disclaimer -</i></p> <p>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. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.</p> <p><i>Charges -</i></p> <p>The district assumes no responsibility or liability for any charges or losses incurred by a user. Under normal operating procedures, there will be no cost incurred.</p> <p><i>Software -</i></p> <p>Subscriptions to software or other internet services must be preapproved by the district. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777</p> <p>Internet Safety – 47 U.S.C. Sec. 254</p> <p>Board Policy – 249, 814</p>
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