

# Chestnut Ridge School District

## Internet Access, E-mail and Network Resources

### Acceptable Use Policy

#### Purpose

Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities are required to adopt, school board approved, acceptable use policies that will be submitted to Pennsylvania Department of Education for approval.

Internet access, electronic mail (E-mail) and network resource are available to teachers, administrators and students in the Chestnut Ridge School District for educational and instructional purposes and for other purposes consistent with the educational mission of the District. Use of the Internet and E-mail network is a privilege. All users must take responsibility for appropriate and lawful use of internet resources. 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 of inappropriate or illegal use of Internet access and E-mail, hence the purpose of this policy.

Below are the Acceptable Use and Internet Safety Policy of the Chestnut Ridge School District. Upon reviewing, signing and returning the appropriate "Acceptable Use Agreement" a user will be eligible for Internet access, e-mail and network resources when and if available for the entirety of their student status with the District, employment with the District, or until violation of this policy causes a user's privilege to be revoked.

#### Conditions

All students, teachers, support staff and administrators who use the Internet, E-mail and other network resources must agree and abide by all conditions of this policy. Each user must sign an "Acceptable Use Agreement". In the case of a student, the student's parent(s)/guardian(s) must sign the "Acceptable Use Agreement" and "Notice to Parents/Guardians." Students may not use the Districts computers for access to the Internet or for E-mail without a signed agreement and approval or supervision of a teacher, administrator or District staff member.

## Acceptable Use/Internet Safety Policy

#### Monitoring

The District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and reviewing may be conducted without cause and without notice. Each user of the Districts computers by the use thereof, agrees and consents to such logging, monitoring and reviewing 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 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 stored files on district servers or computers will not be private.

#### Filtering

To help facilitate acceptable use of the network the District will route all incoming web requests through an appropriate web filter that blocks content considered "harmful to minors" 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.

#### Prohibitions

Use of the Internet, E-mail 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:

- 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 or other antisocial communication on the network.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable 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 upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for the purpose of accessing, sending, creating or posting, materials or communications that are: Damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to the Districts policy on harassment, harassing or illegal.
- Use which involves any copyright violation or for the copying, downloading, installation, reproduction or distributing copyrighted material without the owner's permission.
- 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.

In addition with respect to students and any other minors, the following is also prohibited:

- Use the system to access inappropriate materials or materials that may be harmful to minors.
- Disclose, use or disseminate any personal identification information of themselves or other students.
- Not engage in or access chat rooms or instant messaging other than for educational purposes that is with permission and direct supervision of a teacher or administrator.
- Audio and video recording/communications equipment such as cameras, video cameras, tape recorders, cell phones, pagers, beepers, cell phone cameras, and other devices may hinder the school district's ability to maintain its strict standards of confidentiality for all students. These devices can also interrupt the educational process when used for personal reasons. Exception may be made when staff member determine that the use of these devices directly benefit the educational process or during emergency situations.

### Etiquette

Users are expected to abide by generally accepted rules of network etiquette. 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 use vulgarities or other inappropriate language. Do not reveal the personal address or telephone number 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 and open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

### Consequences of Inappropriate Use

The user, whether a student or employee, shall be responsible for damages to equipment, systems, or software resulting from his/her 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 may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

### Disclaimer

The Chestnut Ridge School District makes no warranties of any kind, whether express or implied, for the services 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 interruptions. Use of any information obtained through the use of the District's computers is the user's risk. The district does not claim responsibility for the accuracy or quality of information obtained through the Internet or E-mail.