

# FOREST HILLS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET AND COMPUTERS

ADOPTED: August 24, 2005

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET AND COMPUTERS</p> <p>Internet access, one of the many technological services available at Forest Hills School District, is available through the elementary, middle and high schools. While the Internet provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the district requires parental permission for student World Wide Web access.</p> <p>The district's acceptable use policy is designed to provide information and guidelines for utilizing the district's technological/telecommunications systems. In order to assure the understanding of this acceptable use policy regarding the Internet, local area networks (LANS), computers and related technological/telecommunications systems used in the district, the student and parent/guardian must read and sign the attached consent form.</p> <p>Should a parent/guardian fail to authorize their child to use the World Wide Web, then the school will not issue that student a user account to access the World Wide Web. Parents or legal guardians may then request alternative activities for their child(ren) that do not require Internet access.</p> <p><u>Introduction</u></p> <p>This policy shall apply to all users including students, faculty and staff and all technological/telecommunications systems that are entered via equipment and access lines located at the district, or who obtain the access privileges through association with this district.</p> <p><u>Mission/Goals</u></p> <p>Access to unique resources and the opportunity for collaborative work is now available in the Forest Hills School District through the use of technological/telecommunications systems. All such use must be in support of education and</p>
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<p>2. Definitions</p>	<p>research, and be consistent with the goals and policies of this district; therefore, the technological/telecommunications systems will be used to support the district’s curriculum, the educational community, projects, communications and research for students, faculty and staff.</p> <p>The Forest Hills School District’s goal is to provide our students and personnel with an opportunity to access the diverse and extraordinary resources available through the Internet, local area networks (LANS), computers and related technology/ telecommunications.</p> <p><b>Educational purposes</b> – shall mean those purposes of network access that have a direct or indirect impact on the student’s educational program at the district. Use of the network for chatting, reading, jokes, searching sports sites, farming out information on games, or other actions that are not directly or indirectly related to the school’s curriculum are not deemed to be of an “education purpose” and will not be given any priority use of the system.</p> <p>The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially-offensive, and illegal material or other prohibited activities shall not be permitted, and the district will use any and all efforts available, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report to a building principal or teacher such entry of material into the system.</p> <p><b>Commercial purpose</b> – shall mean offering or providing goods or services for personal use. District acquisition policies will apply to the district's purchase of goods or services through the system.</p>
<p>3. Authority</p>	<p>The Board reserves the right to monitor all user accounts. This monitoring also includes the right to record use of technological/telecommunications systems and the monitoring of fileserver space utilized by district users.</p> <p>All district network users must recognize that the district has the authority to intercept any user e-mail messages. E-mail is not guaranteed to be private. Staff who operate the network for the district will report all illegal and/or inappropriate use to the district’s administration.</p> <p>The district will employ a technology protection measure through all computers with Internet access that protects access through visual depictions that are: obscene, child pornographic, or harmful to minors; and the district staff will enforce the operation of the technology protection measures during any and all use of Internet connected computers.</p>

<p>P.L. 106-554 Sec. 1732</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</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>To ensure adequate resources for all users, the district reserves the right to log network use and monitor fileserver space and bandwidth. Users must delete e-mail messages on a daily basis to conserve fileserver space.</p> <p>The district reserves the right to remove a user account from their networks to prevent unauthorized use or illegal activity.</p> <p>The district reserves the right to use electronic devices, cards or any other media to monitor how individuals perform their research. These devices will determine whether or not the employee or student is using the system for items with a true “educational purpose.”</p> <p>Technological/Telecommunications systems operation in the district will be approved by the Superintendent, Assistant Superintendent, Directors of Secondary and Elementary Education and monitored by the building principals.</p> <p>Individual terminal control will be administered by the classroom teacher and/or librarian. It is an important task, however, for the district staff to monitor every aspect of student Internet use. The district recognizes that parents or legal guardians bear primary responsibility for transmitting their particular set of family values to their child(ren). The district encourages parents or legal guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.</p> <p><u>Services/Procedures</u></p> <p>All use of the district’s technological/telecommunications systems are intended to be used for educational purposes and to carry out legitimate business of the district.</p> <p>Appropriate use of the technological/telecommunications systems includes instruction, independent study, authorized research, official work of offices, departments, recognized student organizations and agencies of the district.</p> <p>When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.</p>
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Interference with or disruption of computer or network accounts, services or equipment of others is prohibited. Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the technological/telecommunications systems should be assumed to be private property and shall not be disclosed. Users shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc., which is protected under copyright laws, will not be transmitted nor stored without the express written permission of the copyright owner. Unauthorized copying or unauthorized use of licensed software is prohibited.

Members

District students, faculty and staff shall have access to the district's technological/telecommunications systems.

E-mail accounts for district faculty and staff may be provided with an individual account. An agreement signed by the employee is required. An application for an account must be submitted to the building principal.

Privileges And Rights

Access to the district network is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The use of district resources and/or services by students, faculty and staff is considered a privilege which may be denied for inappropriate and/or illegal use as set forth in this and related policies.

Furthermore, violation of the guidelines set forth by the district or other improper use of these resources and/or services may result in disciplinary action in accordance with established disciplinary procedures for students, faculty and staff.

The district expects all students, faculty and staff to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that actually does or tends to impair the district's purpose or its reputation within the community. The framework of responsible, considerate and ethical behavior is expected by the district as set forth in policy and guidelines covering the use of the district's microcomputer and work stations, computing laboratory facilities, general access or time sharing systems, and network and networked resources.

Responsibilities Or Prohibitions

Within the rights and privileges of membership in the network community comes certain responsibilities. Users must familiarize themselves with these responsibilities and failure to adhere to them may result in the loss of network privileges.

Each user has full responsibility as the owner of that account. Students are responsible for what is downloaded, viewed, transmitted, or communicated under that student's individual account name. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to make only those contacts leading to some educational purpose on the Internet and local area networks.

The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the Internet.

Personal Safety

1. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc. District employees may provide work-related information as required to perform their duties.
2. Student users will not agree to meet with someone they have met online without their parent or legal guardian's approval and participation. Student users will promptly disclose to their teacher or other school employee, any message they receive that is inappropriate or makes them feel uncomfortable. District employees will disclose this information to their supervisor.
3. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the district, which may be applicable.

Each student who receives an account will discuss with a faculty member the proper usage of the systems and ramifications of improper usage. Based upon the acceptable use guidelines outlined in this document, the district will designate a district-wide review committee to deem what is appropriate use of the system and what is appropriate action for improper usage.

<p>P.L. 94-553 Sec. 107 Pol. 814</p>	<p><u>Prohibitions</u></p> <p>The use of the district’s technological/telecommunications systems, which includes the Internet and local area networks, for illegal, inappropriate or unethical purposes by students, staff or faculty members, is prohibited. More specifically:</p> <ol style="list-style-type: none"><li>1. Use of networks to facilitate illegal activity is prohibited.</li><li>2. Use of the networks for commercial or for-profit purposes is prohibited.</li><li>3. Use of the networks for non-work or non-school related communications is prohibited.</li><li>4. Use of the networks for product advertisement or political lobbying is prohibited.</li><li>5. Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.</li><li>6. Attempting to alter any Forest Hills School District computing or networking components (including but not limited to bridges, router or hubs) without authorization, or beyond one’s level of authority is prohibited.</li><li>7. The unauthorized/illegal installation, distribution, reproduction or use of copyrighted software on district computers is prohibited.</li><li>8. Hate mail, harassment, discriminatory remarks, and other antisocial communications on the network is prohibited.</li><li>9. Use of the networks to access obscene or pornographic material is prohibited.</li><li>10. Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.</li><li>11. Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.</li><li>12. Use of the networks to misrepresent other users on the network is prohibited.</li><li>13. Use of school technology or the networks for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to the appropriate authorities.</li></ol>
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14. Use of the networks which results in any copyright violation is prohibited.
15. Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
16. The networks shall not be used to disrupt the work of others including but not limited to the propagation of computer “worms” and “viruses”, the sending of electronic chain mail and the inappropriate sending of broadcast messages to a large number of individuals or hosts.
17. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties or various vendors. Such discussions or use on the network is expressly prohibited.
18. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, to tamper, interfere, intercept, attempt to intercept communications by parties not intended to receive the information, or to use electronic mail for criminal purposes is prohibited.
19. Additional rules and restrictions may be added at any time. Network users are responsible for reading and following these rules.

Consequences For Inappropriate Use

Technological/Telecommunications system user, student, staff, faculty member, etc., shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Anyone failing to follow the procedures and prohibitions outlined in this document will be subject to a loss of network privileges and other appropriate disciplinary procedures may take place, as needed.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of state and federal laws and violators will be reported to the appropriate legal authorities for possible prosecution. Students can be liable criminally or civilly for their misconduct.

In order to ensure adequate resources for all users, the district reserves the right to log network(s) use and monitor fileserver space and bandwidth while respecting the privacy of the user accounts. Users must delete e-mail messages on a daily basis to conserve fileserver space.

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This means the district makes no warranty that the service will be error-free or without defect and no warranty for loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or users errors or omissions. Use of any information obtained through the district's network is at one's own risk. Forest Hills School District specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications systems. Moreover, the district will not be responsible for financial obligations incurred through the unauthorized use of the technological/telecommunications systems.

#### Search And Seizure And System Monitoring

The district reserves the right to log network use and to monitor fileserver space utilization by all district users. Accordingly, system users possess no privacy expectations in the contents of their personal files and use of the district's resources as it relates to the district's communication system. Accordingly, routine maintenance and monitoring of the system may lead to discovery that the user has or is violating this or other policies of the district and/or the law of the United States of America or the Commonwealth of Pennsylvania.

An individual search may be conducted if there is reasonable suspicion that a users has violated the law or the district policies. The nature of the investigation will be reasonable and in the context of the alleged violation's nature. District employees should be aware that their personal files are discoverable under state public records laws.

#### Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or solicited 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.

