

Tyrone Area School District

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
INTERNET, COMPUTERS AND
NETWORK RESOURCES

ADOPTED: NOVEMBER 12, 2012

815. ACCEPTABLE USE POLICY AND INTERNET AND NETWORK USE AGREEMENT

1. Purpose	<p>The Tyrone Area School District provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and wired/wireless network, including Internet access, solely for educational purposes and to carry out legitimate business of the school district. Appropriate uses include instruction, authorized research, and the official work of offices, department, district agencies, and recognized student organizations.</p>
2. Authority	<p>The Tyrone Area School Board establishes that use of the Internet/Network is a privilege and not a right. As a privilege, Internet/Network use requires the acceptance of responsibilities. Please read and understand the responsibilities outlined in this Acceptable Use Policy in order that future difficulties may be avoided. Be advised that school district personnel reserve the right to revoke the privilege of Internet/Network use and/or take disciplinary actions from any person who fails to meet the responsibilities listed in this document. To gain use privileges to the district's computer systems/network, users must indicate their acceptance of these responsibilities by signing the consent form attached to this policy.</p> <p><u>Laws:</u> Computer and network use is also subject to federal and state laws. Violations of applicable laws are subject to investigation by district and law enforcement officials. These laws include, but are not limited to:</p> <ul style="list-style-type: none"> • Federal Copyright Law • Federal Wire Fraud Law • Federal and Pennsylvania Child Pornography Laws • Pennsylvania Computer Crime Law • Children's Internet Protection Act (CIPA) • Family Educational Rights and Privacy Act (FERPA)
3. Delegation of Responsibilities	<p>All users of district computer/network resources have a role in ensuring that this educational resource is used responsibly and appropriately.</p> <p><u>School District Responsibilities</u></p> <ul style="list-style-type: none"> • The school district provides access to the Internet/Network for educational purposes and to carry out the legitimate business of the district. • The district will notify the parent or legal guardian about the district system and the policies governing its use. A parent or legal guardian must sign an

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES - Pg. 2

agreement to allow their student to have an individual account.

- The school district is not responsible for lost data, interruption of service or other damage the user suffers.
- It is the district's responsibility to monitor all aspects of the computer network. Users have no expectation of privacy when utilizing district resources.
- Monitoring and filtering technologies will be used by the district to limit access to inappropriate content for devices connected to the district's network. Even using this technology, the district cannot guarantee that access to all inappropriate material will be prevented. Deliberate attempts to access inappropriate websites will be dealt with through student/staff disciplinary procedures with the involvement of law enforcement where applicable.
- The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.
- The district will instruct students regarding copyright and appropriate research and citation procedures.
- The district reserves the right to add additional restrictions to Internet/Network use in the future. If an issue arises not explicitly covered by this policy, District administration shall have the authority to determine what an appropriate/inappropriate use is.
- The school district provides separate and distinct network resources for students and staff bringing their own equipment into the district (BYOD). All aspects of this policy are still in effect when connected to this network.
- The district is responsible for defining reasonable boundaries for acceptable use of the district's computing and information systems(s); educating students, staff and other users about the acceptable uses; providing general supervision and enforcing policies for acceptable use. The district cannot be responsible for direct supervision of every student or other user while they are using the Internet/Network. The district will, however, make every attempt to provide a safe and secure computing and information management system for its users.

Student Responsibilities for Internet/Network Use

- Written parental permission and student signatures (this form) are required before a student is allowed access to the Internet/Network. This form will be kept on file.
- All use of the district's computer and network resources will only be for educational, professional, or career development activities.
- Any information transmitted, accessed, or stored on the district network may be monitored by the district. Users should have no expectation of privacy when utilizing district computer or network resources.
- Students shall not reveal personal information such as age, address, and telephone number. Student users will not agree to meet with someone they met online without parent(s)/guardian(s) approval. Student users will promptly disclose to their teachers or other school employee any message they receive that is inappropriate or makes them uncomfortable.

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES - Pg. 3

	<ul style="list-style-type: none"> • Users will be polite and use appropriate language. Inappropriate language is any obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. • The network may not be used in such a way that disrupts other users. • The district permits staff and students in some grade levels/academic areas to utilize personally owned computing devices in conjunction with district network. Students participating in this “Bring Your Own Device” (BYOD) program agree to utilize those devices only for academic purposes under the direction of school district staff. • Those students permitted to utilize personally owned computing devices (BYOD) are prohibited from connecting to commercial wireless/internet services and agree to exclusively use the district network during school hours. • Users should exercise care in use and storage of personally owned computer devices (BYOD). The district shall not be responsible for any loss or theft of personal devices brought into the district. • All district computer resources should be handled with appropriate care. The supervising teacher or administrator must be notified immediately of any computer damage or loss. • Users are responsible for what they view, download, transmit or communicate via the network.
<p>4. Guidelines</p>	<p><u>Prohibitions</u></p> <ul style="list-style-type: none"> • The use of the Internet/Network for any illegal activity. • Any commercial or for-profit use of district computer resources. • Attempting to bypass, circumvent, or remove district monitoring and filtering/firewall systems or software. Staff members may request access to a blocked site for specific academic purposed by contacting the technology department. • Accessing or attempting to access the network utilizing another user’s account. • Unauthorized access of any network, wireless LAN, hotspot, or other service providing Internet access. • Unauthorized use or connection of personal computing devices, peripherals or other hardware to the district’s network. • Illegal use, distribution, reproduction or modification of copyrighted materials. • Installation, distribution, reproduction or use of unauthorized software. • Swearing and other inappropriate language in electronic communications. Inappropriate language is obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. • Use of the network for harassment/bullying/cyberbullying. • Interception of or attempted interception of communications. • Utilizing any method of electronic communication to facilitate cheating. • Users will not utilize electronic communications to create, send or post information that, if acted upon, could cause damage or danger of disruption in the classroom or school. • Users will not utilize electronic communications to engage in personal attacks

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES - Pg. 4

on another including prejudicial, discriminatory, threatening, offensive or inflammatory

- Unauthorized access, possession or distribution of information the school district designates as confidential or private.
- Attempted impersonation or misrepresentation, including forgery and masking, of the user's or computer's identity.
- Sharing, acquiring or attempting to acquire credentials/password of others.
- Attempts to propagate viruses or other forms of malware.
- Failure to comply with requests from appropriate school district personnel to discontinue activities that threaten the operation or integrity of computers, systems or networks.
- Accessing, altering or attempting to alter, copy, decrypt or remove files, systems, computing or networking components without authorization or beyond the user's authorized level.
- **Non-academic use of e-mail, instant messaging, social networking, chat rooms, or other forms of electronic communications during instructional time.**
- **Non-academic use of streaming video, audio or other media services during instructional time.**
- Users shall not deliberately waste district network resources through unnecessary/excessive printing or by transferring/storing large, personal files.
- User will not plagiarize. Use appropriate research and citation practices.
- Vandalism or negligence leading to damage of school district information, computing or networking equipment.

Consequences For Failing To Meet Outlined Responsibilities

The district will handle all violations of this policy on an individual basis relative to the scope, intent and seriousness of the violation and in a manner consistent with the discipline guidelines outlined in the school's student/parent/staff handbook.

Users will be responsible all for service, repair or replacement costs for damage or loss of district computer equipment due to vandalism or negligence. Users may also be liable for any costs for recovery from an intentional violation of other prohibitions outlined in this policy.

Computer and network use is also subject to Pennsylvania and Federal laws and regulations and the district will refer any violations to the appropriate authorities for possible prosecution.

At times, it may be necessary block or limit network access to a user or device. While usually such actions are usually communicated in advance through the standard discipline process, district technology personnel may institute the block immediately and without warning if network stability is threatened or to prevent ongoing violations of the acceptable use policy.

Signature

I understand and will abide by the above Computer and Internet Acceptable Use Agreement. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

- Category of User: Student
 Faculty & Staff
 Contractor/Student Teacher
 Community User

Full Name _____

Signature _____

Date _____

Student users under the age of 18 must have a parent/guardian signature

Parent/Guardian:

As the parent or guardian of this student, I have read the Internet/Network Use Agreement with my child and agree to the provisions herein. I hereby give permission to allow my child to access the Internet/Network through the school district connection.

Full Name _____

Signature _____

Date _____

District
Employees/
Student Teacher
Only:

Job Title: _____

Address: _____

Phone: _____