

SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY

SCHOOL-COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

COMPUTER NETWORK AND INTERNET USE

835

1. Purpose

The Pittsville School District is providing access to a network that contains Internet access. The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the Internet.

2. General

Computer networks, including the Internet, offer vast, diverse, and unique resources. Our goal in providing these services to the public is to promote learning, facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on a network and on the Internet far outweigh the possibility that users may produce material that is not consistent with the educational goals of the District.

3. Limited Educational Purpose

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines are provided below. In general, this requires efficient, ethical, and legal utilization of the network resources for educational purposes only. As members of the public use this network, it is essential that each user recognize his or her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for his or her own actions in accessing network services, and for adhering to district use policies, procedures, and guidelines. If a user violates these provisions, his or her account or network access will be limited or terminated, future access could be limited or denied, and legal referrals may be made. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

All groups or individuals will be required to follow state statutes concerning computer crimes (943.70), follow educational goals of the school and work within the confines of applicable provisions of current collective bargaining agreements, and other school district policies. All groups or individuals who utilize the District's computer network acknowledge their receipt of, review of, and understanding of the School District's Computer Network and Internet Use Agreement. Any violation of the Agreement shall subject the user to the most appropriate form of discipline under this Agreement. Furthermore, the School District of Pittsville reserves the right, from time to time, to amend the rules and policies. In such event, copies of the same shall be distributed to each user who has executed this Agreement.

4. Privileges

The network hardware and software are the property of the School District of Pittsville. The use of the network is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possible legal referral. The system administrator(s) may grant members of the public individual accounts, or may allow access through a guest account. The system administrator(s) may suspend an account or disallow access at any time for violation of these guidelines, or if a user is identified as a security risk. The administration may request the system administrator to deny, revoke, or suspend specific user accounts or access.

5. Acceptable Use

The use of an account or access to the network or Internet must be in support of education and research and consistent with the educational objectives of the Pittsville School District, including use of the system for classroom activities, professional or career development, self-discovery activities, and pursuit of educational and personal goals consistent with the mission of the school district and school policies.

Uses that might be acceptable on a private or home account or on another system may not be acceptable on this limited purpose network. Use of other organization's network or computing resources must comply with the rules appropriate for that network, including generally accepted rules of network and Internet etiquette.

6. Unacceptable Use

Unacceptable use of the computer network or Internet shall include but not be limited to the following:

- (a) Use of the school district system for commercial activities, product advertisements, financial gain, or political lobbying.
- (b) Use of the school district system to transmit, receive, access, review, upload, download, store, print, post, or distribute pornographic, prurient, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, images or other material that is lacking educational merit, socially redeeming value or that is disruptive to the educational process.
- (c) Use of the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- (d) Use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- (e) Any use of the school district system in such a way that would interfere with the efficient operation of the network or disrupt the use of the network by others, (e.g. downloading excessively large files or emailing excessively large documents).
- (f) Attempting to download, run, load, modify, or install programs or software on the network, server, or workstation/computer hard disk or other storage media (such as USB flash drives) without the permission and assistance from the system's administrator. Use of software on the network or workstation is limited to that which has been legally licensed and properly installed.
- (g) Use of the school district system to vandalize, damage or disable the property of another person or organization; deliberate attempts to degrade or disrupt equipment, software or system performance

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by spreading computer viruses or by any other means; tampering with, modifying or attempting to change the school district system hardware or wiring or take any action to violate the school district system's security.

- (h) Attempting to log on as system administrator, or gain unauthorized access to the school district system or any other system through the school district system; attempting to log in through another person's account, or obtain passwords, use computer accounts, access codes or network identification other than those assigned to the user; attempting to discover passwords or gain access through the use of "hacker" programs or similar activities..
- (i) Use of the school district system to download, run, load, or install, games, or to run, access, or play games over the Internet, unless it is for an educational purpose. The playing of any games, whether locally or over the Internet, must comply with all aspects of this Computer Network and Internet Use Policy.
- (j) Use of the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- (k) Use of the school district system to post private information about another person or to post personal contact information about themselves or other persons (unless for official school business or otherwise authorized) including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- (l) Use of the school district system to violate copyright laws or usage licensing agreements, plagiarize or otherwise use another person's property without prior approval or proper citation, including the downloading or exchanging of pirated software. All users must comply with the district's Copyright Policy #361.21.
- (m) Any attempt to bypass or circumvent the district's Internet filtering system as described in 10(a) below through the use of programs either downloaded from the Internet or brought in on portable storage devices (such as USB flash drives), or through other Websites or Web services such as proxies, or through any other means which results in the user's Internet access bypassing, circumventing or otherwise avoiding our Internet filter.
- (n) Any other violations of accepted network or Internet etiquette.
- (o) Failure of an individual or group to obtain permission to use the District's computer network system.
- (p) Violations of the District's policies and procedures with respect to use of instructional computer equipment.
- (q) Use of the school district system to engage in or support any illegal activity or violate any local, state or federal statute or law.

7. Security

Maintaining the security and integrity of the computer network is the responsibility of all users. Users must notify the system administrator of security problems. Users should not demonstrate the problem to other users. Users should report any inappropriate use of the network to an administrator. Any user identified as a security risk or having a history of problems with other systems may be denied access to the network. Users are expected to comply with any additional restrictions or procedures determined by the system administrator.

8. Violations

Violations of this Computer Network and Internet Use Policy may subject a user to one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment, or criminal prosecution.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

9. Limited Expectation of Privacy

- (a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- (b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- (c) An investigation or search will be conducted if the school authorities have a reasonable suspicion that the search will uncover a violation of law or of school district policy.
- (d) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school system.
- (e) Users must take care that they do not disclose, use, or disseminate personal information, including historical records, regarding minors or other users when using the school district system, unless authorized to do so.

10. Internet Use

- (a) All networked computers in the Pittsville school district have access to the Internet through dedicated fiber optic lines. This access is filtered by software that is designed to limit access to Internet sites that may not be in compliance with district policies, harmful to minors, or are of little or no educational value. Filtering software is not perfect and does not catch all objectionable sites, and in other instances, mistakenly filters out sites that are not objectionable. Furthermore, it is not currently possible to filter all forms of electronic mail, chat rooms, instant messaging, or certain other forms of electronic communications. Therefore, it is the responsibility of the user to ensure that such use complies with district policies. Any errors in filtering should be reported to the system administrator. Web sites, portals or other Internet resources that are blocked by our Internet filter may be unblocked upon request, providing such access is appropriate and is consistent with the educational goals of the district and within the guidelines for acceptable use.
- (b) Members of the public will be given a district email account only if the request is consistent with the educational goals of the district and within the guidelines for acceptable use. This includes all forms of electronic mail, including chat rooms and instant messaging.
- (c) This Computer Network and Internet Use agreement must be read and signed by the user and the parent or guardian, if a minor child. The form must then be filed at the district office.
- (d) When users access the school district system from sites off campus (i.e., from home), provisions of this policy still apply. Outside of school, parents are responsible for monitoring their child's use of the school district system if the student is accessing the school district system from home or from a remote location, or if the student is accessing the Internet to complete a school assignment.

11. Guest Web Pages

Members of the public may be given space on the District Web server to post Web pages only if the request is consistent with the educational goals of the district and within the guidelines for acceptable use. The content of such Web pages must be for educational purposes, and the content must conform to all district standards and policies.

12. At-Home Access to District Technology

The District may provide staff, students and parents access to District technology and information through the use of home computers over the Internet in accordance with the following guidelines:

- (a) Access will be made available at no charge
- (b) The district will not be responsible for:
 - 1) Any virus, worm, or other infestation that a home-user may obtain through District access
 - 2) Any copyright violations that may be incurred through District access
 - 3) Loss or damage to any equipment or software of the home-user
- (c) Any parents or students who wish to access student and/or family accounts will be provided with a login procedure, name and password. All users must take steps to secure such passwords to prevent unauthorized access to student and/or family accounts.
- (d) Access to District technology for staff, students and parents is provided as a service and is not a right of users. Access can be denied for any violation of this Computer Network and Internet Use Policy

13. Disclaimer

The School District of Pittsville makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user's errors or omissions. The School District of Pittsville specifically denies any responsibilities for the accuracy or quality of information obtained through its services. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet. Users must agree to indemnify and hold harmless the School District of Pittsville for claims arising out of the use of the computer network.

Adopted: November 11, 1996
Revised: June 10, 2009

SCHOOL DISTRICT OF PITTSVILLE

Computer Network and Internet Use Agreement

Use of the Pittsville School District's computer network shall not be used for activities for profit or hire, illegal activities, product advertisement, or political lobbying. The user shall assume full responsibility for damage of school property, including complete restitution for damages caused by or during such use.

I have read, understand, and agree with the above conditions of the School District of Pittsville's School Board Policy 835. I further understand that any violation of the regulations may result in revocation of my access privileges and/or appropriate legal action. I agree to Indemnify and hold harmless the School District of Pittsville for claims arising out of the use of the computer network.

User Name (please print): _____

Signature: _____ Date: _____