

SCHOOL DISTRICT OF PITTSVILLE  
**BOARD POLICY**

## **PERSONNEL**

### **GENERAL STAFF POLICIES**

#### **STAFF USE OF THE INTERNET / ELECTRONIC MEDIA**

**522.7**

##### **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 to both students and teachers. Our goal in providing these services to staff and students is to promote learning, facilitating resource sharing, innovation, and communication.

Through network access, learners will:

- utilize a personalized, motivational learning opportunity
- enter into partnerships to enhance their learning options
- gain an employability skill needed for the 21st century
- broaden their problem-solving and decision-making abilities
- broaden their research capabilities by using primary materials
- develop their higher-level thinking skills
- access global resources

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 students/staff 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

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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.

Before district personnel will be allowed to use any network or computer/electronic device, or connect to the Internet or other district network resources using district owned or personal electronic devices, this Computer Network and Internet Use agreement must be read and signed by the user. The form must then be filed at the district office.

### **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 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) Use of other email systems, chat rooms, message boards, listservs, instant messaging or other email services, including periodical message services or other Internet services, or the sending of "nuisance" E-mail/chain messages (SPAM) which are not consistent with the Acceptable Use policy defined above.
- (g) 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.

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- (h) Use of the school district system to download programs, music files (such as MP3), images, or other software or files for personal use or for any use not consistent with the Acceptable Use policy defined above.
- (i) The playing of any games, whether locally or over the Internet, must be for an educational purpose and must comply with all aspects of this Computer Network and Internet Use Policy.
- (j) Use of the school district system to vandalize, damage or disable the property or data of another person or organization; deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; tampering with, modifying or attempting to harm, destroy or change the school district system software, hardware or wiring or take any action to violate the school district system's security.
- (k) 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.
- (l) 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.
- (m) 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.
- (n) 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.
- (o) 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.
- (p) Any other violations of accepted network or Internet etiquette.
- (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's 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;

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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) School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery.
- (e) 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.
- (f) 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 users 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 at the request of a teacher or administrator, providing such access is appropriate for staff or students and is consistent with the educational goals of the district and within the guidelines for acceptable use.
- (b) All Internet access can be monitored electronically through software, and all access by students and other minors is automatically logged by filtering software. Log files are kept for a period not to exceed 30 days, after which the log files may routinely be overwritten. Log files will be periodically reviewed by the system administrator, and can be viewed by parents or staff at any time.
- (c) All employees will be given a district email account only if such an account is necessary for an educational or employment related purpose, or for conducting school related business. Use of electronic mail accounts must be 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.
- (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, it is the responsibility of the user to ensure that such use complies with all provisions of this agreement.

### **11. Staff Web Pages**

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Staff will be given space on the District Web server to post personal Web pages. The content of such Web pages must be for educational purposes, and the content must conform to all district standards and policies. Staff are encouraged to provide classroom information which may be useful to parents, students, other educators, and the general public. Teachers are required to post their certification on their Web page.

### **12. Use of Mobile Learning Devices**

Staff use of district owned mobile learning devices (MLDs) such as laptops, netbooks, iPods, iPads, etc. falls under the guidelines of this Computer Network & Internet Use Policy. Access to the internet is monitored through the district's content filtering software and all rules and expectations are applied to the use of all such devices. All applications, activity and documents stored on MLDs are the property of The Pittsville School District and subject to regular review and monitoring. Staff will be allowed to take MLDs off school grounds for use at home or for other appropriate educational purposes, provided such use conforms with all appropriate school procedures & policies.

- (a) Staff may not:
- Modify MLDs in any way other than instructed by the administrator or other school personnel.
  - Apply any permanent marks, decorations, or modifications to the MLDs.
  - Synchronize the MLDs with another computer outside of the school.
  - Clear or disable browsing history or set password protection on the device.
  - Disable the MLDs or its applications.
  - Use the device in any way or make any changes to the device which is not consistent with district policies or educational purposes.
- (b) Use of the MLDs may require a few necessary tasks to keep the devices performing well:
- Clean the screen often with approved cleaning towels.
  - Make sure hands are clean before using.
  - Keep away from food and drink.
  - Charge the MLD only with the included charger and using a standard wall outlet for your power source.
  - Report any software/hardware issues as soon as possible.
  - Keep the MLD in a well protected temperature controlled environment when not in use.
  - Keep the MLD secure - take reasonable precautions to protect MLDs and any data stored on them from theft or damage.
  - Return the MLD to the school in good condition in a timely manner, or as directed.
- (c) Applications will be preinstalled on each MLD by school staff. Additional applications may be reviewed and added to facilitate academic needs. Purchasing and installing these applications is the responsibility of the school. The user is not to install any applications not approved by the Pittsville School District.
- (d) Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the staff member assuming the financial responsibility of replacement of the MLD. Staff use of the MLD off school grounds may be revoked at anytime by the administration.

### **13. Personal Electronic Devices**

Pittsville School District offers wireless access in our buildings. Each time someone accesses the wireless network, s/he must agree to the terms listed below:

- Staff use of devices will be at the discretion of the administration and must be used for educational purposes.
- Staff are prohibited from using any personally owned electronic devices or electronic communication devices in locations where there is an expectation of privacy, or when the device distracts others or interferes with the operation of the school.

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- Users must follow all appropriate district policies, procedures, and computer etiquette while using any personal electronic devices on school grounds, or while connecting to the district wireless network or using network resources.
- The district will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
- The district will not be held responsible for any physical damage, loss or theft of the device.
- The district is not obligated to supply electrical power access.
- Persons connecting devices to the wireless network agree to maintain current anti-virus software.
- Staff bringing personal technology to school agree to be responsible for and to reimburse Pittsville Public Schools for any damage that their use may cause.

### **14. Cloud Computing & Storage**

Saving documents on Internet storage sites (such as ‘Google Docs’) is known as cloud storage. The district may set up accounts for teachers and other staff with companies such as Google (Google Apps/Google Docs) that provide such services. Use of any such accounts must comply with all applicable district policies, and are subject to review by administration. Use of these services shall be treated the same as if the storage or service was provided locally by the district’s own servers and computer equipment, and all appropriate policies and computer etiquette will apply.

### **15. 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) Staff members who wish to have access to their account 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

### **16. 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.

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# SCHOOL DISTRICT OF PITTSVILLE

## Computer Network and Internet Use Agreement

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Use of the Pittsville School District's computer network and technology related devices 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 531.4. 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: \_\_\_\_\_

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