PLUM BOROUGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF

INTERNET, COMPUTERS AND

NETWORK RESOURCES

ADOPTED: August, 29, 1995

REVISED: February 24, 2009

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES.

1. Purpose

The Board supports use of the <u>computers</u>, Internet and other <u>network resources</u> in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

2. Definitions

18 U.S.C. Sec. 2256 The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- 2. Such visual depiction is a digital image, computer image, or computergenerated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- 3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

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18 Pa. C.S.A. Sec. 6312	Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.
	The term harmful to minors is defined under both federal and state law.
20 U.S.C. Sec. 6777 47 U.S.C.	Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:
Sec. 254	1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
	2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
	3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.
18 Pa. C.S.A. Sec. 5903	Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:
	1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
	2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
	3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.
18 Pa. C.S.A. Sec. 5903	Obscene - any material or performance, if:
Sec. 5905	1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
	2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

	3. The subject matter, taken as a whole, lacks serious literary, artistic,	
	political, educational or scientific value.	
47 U.S.C.	Technology protection measure - a specific technology that blocks or filters	
Sec. 254	Internet access to visual depictions that are obscene, child pornography or	
	harmful to minors.	
<u>3</u> . Authority	The availability of access to electronic information does not imply endorsement by	
	the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.	
	The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.	
Pol. 218, 233, 317	The Board declares that computer and network use is a privilege, not a right. The	
	district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.	
47 U.S.C.	The Board establishes the following materials , in addition to those stated in law.	
Sec. 254	and defined in this policy, that are inappropriate for access by minors;	_<
_	{ } Defamatory.	
	{ } Lewd, vulgar, or profane.	
	{ } Threatening.	
Pol. 103, 103.1, 104, 248, 348	{ } Harassing or discriminatory.	

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Deleted: The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

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The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

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- Deleted: 1. Materials, information, data and/or graphics that are violent in nature. ¶
 ¶
 2. Materials, information, data, and/or graphics that are associated with the ¶

- are associated with the ¶ construction of explosive devices, firearms, and/or weapons. ¶ ¶ ¶ 3. Materials, information, data, and/or graphics that are sexually oriented, ¶ obscene, or pornographic, to include chat rooms, e-mail, visuals, texts, and ¶ . sounds. ¶

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

Pol. 249	{ } Bullying.			
Pol. 218.2	{ } Terroristic.			
	{ } (specify others).			
24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.			
24 P.S. Sec. 4604	Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.			
24 P.S. Sec. 4610 20 U.S.C. Sec. 6777	Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.			
4. Delegation of Responsibility	The district shall make every effort to ensure that this resource is used responsibly by students and staff.	 (Deleted: 3	
24 P.S. Sec. 4604	The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging			
	awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use			
	{ } and tracking systems to track and recover lost or stolen equipment. Student user agreements shall also be signed by a parent/guardian.			

	Administrators, teachers and staff have a professional responsibility to work together	:	
	to help students develop the intellectual skills necessary to discern among		Deleted: discriminate
	information sources, to identify information appropriate to their age and		
	developmental levels, and to evaluate and use the information to meet their educational goals.		
	Students, staff and other authorized individuals have the responsibility to respect		Formatted: Font: Bold
	and protect the rights of every other user in the district and on the Internet.		Deleted: staff
			Formatted: Font: Bold
	Building administrators shall make initial determinations of whether		Deleted: The building administrator
	inappropriate use <u>has occurred</u> ,		Deleted: have the authority to determine what is
20 U.S.C.	The Constitute day to decision a decision of the few constants of the decision		Formatted: Font: Bold
20 U.S.C. Sec. 6777	The Superintendent or designee shall be responsible for <u>recommending</u> technology and <u>developing</u> procedures <u>used</u> to determine whether the district's computers are		Formatted: Font: Bold
47 U.S.C.	being used for purposes prohibited by law or for accessing sexually explicit		Deleted: implementing
Sec. 254	materials. The procedures shall include but not be limited to:		
47 CFR	inaterials. The procedures shall include out not be initied to.		
Sec. 54.520	1. Utilizing a technology protection measure that blocks or filters Internet access	4	Formatted: None, Space Before: 0 pt, Don't
	for minors and adults to certain visual depictions that are obscene, child		keep with next, Don't keep lines together, Tab stops: 0.25", List tab + 0.3", Left + 0.61",
	pornography, harmful to minors with respect to use by minors, or determined		Left + 1.7", Left + 2.2", Left
	inappropriate for use by <u>minors</u> by the Board.		Deleted: students
			Deleted: students
	2. Maintaining and securing a usage log.		Deleted: students
	3. Monitoring online activities of minors.		Deleted: students
	3. Wolfforting offittie activities of fittions.		Formatted: None, Space Before: 0 pt, Don't
_ 47 U.S.C.	The Superintendent or designee shall develop and implement administrative	/ \	keep with next, Don't keep lines together, Tab stops: 0.25", List tab + 0.3", Left + 0.61",
Sec. 254	regulations that ensure students are educated on network etiquette and other		Left + 1.7", Left + 2.2", Left
<u>Beer ze i</u>	appropriate online behavior, including:		Formatted: Tab stops: 0.3", Left + 0.61",
		1/	Left + 1.7", Left + 2.2", Left + Not at 0.25"
	1. Interaction with other individuals on social networking web sites and in	\\\\	Formatted: None, Space Before: 0 pt, Don't keep with next, Don't keep lines together, Tab
	chat rooms.	\\	stops: 0.25", List tab + 0.3", Left + 0.61",
		١	Left + 1.7", Left + 2.2", Left
SC 1303.1-A	2. Cyberbullying awareness and response.		Deleted: students and staff
Pol. 249	x		Deleted: 4. Guidelines¶
5. Guidelines	Network accounts shall be used only by the authorized owner of the account for its		Deleted: On an annual basis, students and parents/guardians will sign off and return the Computer
	approved purpose. Network users shall respect the privacy of other users on the		Moved down [1]: Security
	system.		Deleted: Agreement. This document, found in the Student Handbook, details student responsibilities regarding computers and Internet safety.¶
	1		
			Deleted: All communications and information

	Safety		=\'	Moved down [2]: Prohibitions	
	<u>Salety</u>	•	ا	Deleted: ¶	
	It is the district's goal to protect users of the network from harassment and	1	$\overline{}$	Formatted: Underline	
	unwanted or unsolicited electronic communications. Any network user who receives			Formatted: Normal, No widow/orpha	
	threatening or unwelcome <u>electronic</u> communications <u>or inadvertently visits or</u>			Fab stops: 0.3", Left + 0.61", Left + Left + 2.2", Left	1.7",
	accesses an inappropriate site shall report such immediately to a teacher or	_ ///	\	Deleted: To	
	administrator. Network users shall not reveal personal information to other users on	/ ////	\prec	Formatted: Font: Bold, No underline	
	the network, including chat rooms, e-mail, <u>social networking web sites</u> , etc.	_\\\	111/>	Deleted: greatest extent possible,	
47 U.S.C.	Internet safety measures shall effectively address the following:	-\\\	1111	Formatted: Font: Bold, No underline	
47 U.S.C. Sec. 254	internet safety measures shall effectively address the following:	///	111>	Deleted: will be protected	
47 CFR	1. Control of access by minors to inappropriate matter on the Internet and World	. \\\	1111	Formatted: Font: Bold, No underline	
Sec. 54.520	Wide Web.		$ \succ$	Deleted: communication.	-
BCC: 54.520	Wide Web.	\ \	$ \succ$		
	2. Safety and security of <u>minors</u> when using electronic mail, chat rooms, and other	• \	11>	Formatted: Font: Bold, No underline	2
	forms of direct electronic communications.	7/ /	\>	Deleted: Internet	
	•	_//\ \		Deleted: 20 U.S.C.¶ . Sec. 6777¶	
	3. Prevention of unauthorized online access by minors, including "hacking" and	4		47 U.S.C.¶	
	other unlawful activities.		\ -	. Sec. 254	
		4		Formatted: None, Space Before: 0 pages with next, Don't keep lines toget	
	4. Unauthorized disclosure, use, and dissemination of personal information	4		stops: 0.25", List tab + 0.3", Left +	
	regarding <u>minors</u> .		\ <u>\</u> L	.eft + 1.7", Left + 2.2", Left	
		-		Formatted: None, Space Before: 0 p	
	5. Restriction of minors' access to materials harmful to them.	11/1		keep with next, Don't keep lines together, stops: 0.25", List tab + 0.3", Left + 0.61	
		\mathbb{Z}^{1}		left + 1.7", Left + 2.2", Left	
	<u>Prohibitions</u>	_	\[_	Deleted: studentsinors when using ele	ectronic
		- \		Formatted: None, Space Before: 0 p	
	<u>Users</u> are expected to act in a responsible, ethical and legal manner in accordance	_/////		keep with next, Don't keep lines toget stops: 0.25", List tab + 0.3", Left +	
	with district policy, accepted rules of network etiquette, and federal and state law.			Left + 1.7", Left + 2.2", Left	
	Specifically, the following uses are prohibited:			Formatted: Tab stops: 0.3", Left +	
	4 7 70 2 71 4 2 5	1///	11 1	Left + 1.7", Left + 2.2", Left + Not a	
	1. Facilitating illegal activity.	1		Formatted: None, Space Before: 0 pages with next, Don't keep lines toget	
		1	\\\ s	stops: 0.25", List tab + 0.3", Left +	
	2. <u>Commercial or for-profit purposes.</u>	-\ \\	$ \succ$.eft + 1.7", Left + 2.2", Left	
	3. Nonwork or nonschool related work.	\ \	עווו	Deleted: students	
	3. Nonwork of househoof related work.	\ \ \		Formatted: Tab stops: 0.3", Left +	
	4. Product advertisement or political lobbying.	\\	1111	Left + 1.7", Left + 2.2", Left + Not a	
	4. <u>I toduct advertisement of pointed todoying.</u>	$\neg \setminus \setminus$	111	Deleted: students'inors' access to mat	terials
SC 1303.1-A	5. Bullying/Cyberbullying.	///	111>	Moved (insertion) [2]	
Pol. 249	<u> </u>	//	111	Moved (insertion) [3]	
101, 247	6. Hate mail, discriminatory remarks, and offensive or inflammatory	\	111	Formatted: Font: Bold	
	communication.	,	$\backslash \backslash \succ$	Moved (insertion) [4]	
	-			Moved (insertion) [5]	

	7. <u>Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</u>	Moved (insertion) [7]
Pol. 237	8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.	
	 Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy. 	
	10. <u>Inappropriate language or profanity.</u>	Moved (insertion) [8]
	11. <u>Transmission of material likely to be offensive or objectionable to recipients.</u>	Moved (insertion) [9]
	12. <u>Intentional obtaining or modifying of files, passwords, and data belonging to other users.</u>	Moved (insertion) [10]
	13. Impersonation of another user, anonymity, and pseudonyms.	Moved (insertion) [11]
Pol. 814	14. <u>Fraudulent copying, communications, or modification of materials in violation of copyright laws.</u>	Moved (insertion) [12]
	15. <u>Loading or using of unauthorized games, programs, files, or other electronic media.</u>	Moved (insertion) [13]
	16. <u>Disruption of the work of other users.</u>	Moved (insertion) [14]
	17. <u>Destruction, modification, abuse or unauthorized access to network hardware, software and files.</u>	Moved (insertion) [15]
	18. Accessing the Internet, district computers or other network resources without authorization.	
	19. Disabling or bypassing the Internet blocking/filtering software without authorization.	
	20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.	

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System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

Moved (insertion) [16]

1. Employees and students shall not reveal their passwords to another individual.

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2. <u>Users are not to use a computer that has been logged in under another student's</u> or employee's name.

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3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

Security

17 U.S.C. Sec. 101 et seq Pol. 814 The illegal use of copyrighted **materials** is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines **and applicable laws and regulations**.

District Web Site

The district

{ } shall

{ } may

establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

<u>Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.</u>

Consequences For Inappropriate Use

24 P.S. Sec. 4604 The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

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815. ACCEPTABLE Pol. 218, 233, 317	Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings, Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Failure to comply with this policy or inappropriate use of the Internet, district		Moved (insertion) [20] Moved (insertion) [21]
	network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. References:	4	Moved down [22]: References:¶
	School Code – 24 P.S. Sec. 1303.1-A, PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312		Moved down [23]: School Code – 24 P.S. Sec 1303.1-A Moved (insertion) [22] Deleted: ¶ References:¶
	Child Internet Protection Act – 24 P.S. Sec. 4601 et seq. U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq. Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256	\\	Formatted: None, Space Before: 0 pt, Dor keep with next, Don't keep lines together, T stops: Not at 0.25" + 1.7" + 2.2" Moved (insertion) [23] Deleted: Chile
	Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777 Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254		
	<u>Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</u> Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814		
	PSBA Revision 5/10		Deleted: ¶ Enhancing Education Through Technology Act 2001 – 20 U.S.C. Sec. 6777