

# WILKINSBURG SCHOOL DISTRICT

TITLE: ACCEPTABLE USE OF  
TECHNOLOGY

ADOPTED: May 25, 2004

REVISED: January 25, 2005

815. ACCEPTABLE USE OF TECHNOLOGY	
1. Purpose	<p>The Board supports use of the Internet and the district computing networks 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.</p> <p>For instructional purposes, the use of the district's network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>
2. Authority	<p>The electronic information available to students and staff 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.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy of all users.</p> <p>The Board established 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.</p> <p>P.L. 106-554 Sec. 1732</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>
3. Delegation of Responsibility	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p>

<p>P.L. 106-554 Sec. 1711, 1721</p> <p>4. Guidelines</p>	<p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.</p> <p>The Director of Technology shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:</p> <ol style="list-style-type: none"><li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li><li>2. Maintaining and securing a usage log.</li><li>3. Monitoring online activities of minors.</li></ol> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"><li>1. Illegal activity.</li><li>2. Commercial or for-profit purposes.</li><li>3. Non-work or non-school related work.</li></ol>
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4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or using of unauthorized games, programs, files, or other electronic media.
14. Disruption of the work of other users.
15. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
16. Quoting of personal communications in a public forum without the original author's prior consent.

Security

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, the following guidelines shall be followed:

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

<p>P.L. 94-553 Sec. 107 Pol. 814</p>	<p>2. Users are not to use a computer that has been logged in under another student's or employee's name.</p> <p>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.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities for possible prosecution.</p> <p>In addition to the stipulations of this policy, general norms for behavior and communications apply to the use of any network. Inappropriate use may result in loss of access and disciplinary actions.</p> <p>Vandalism will result in cancellation of access privileges. In this context <b>vandalism</b> is defined as any malicious attempt to damage or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Vandalism of computer and other electronic hardware is covered under Policy #224 "Care of School Property."</p> <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited 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.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p>
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<p>P.L. 106-554 Sec. 1732</p> <p>P.L. 94-553 Sec. 107 P.L. 106-554 Sec. 1711, 1721, 1732</p> <p>20 U.S.C. Sec. 6777</p> <p>PA Code Title 22 Sec. 403.1</p> <p>Board Policy 814</p>	<p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"><li>1. Control of access by minors to inappropriate matter on the Internet.</li><li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li><li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li><li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li><li>5. Restriction of minor's access to materials harmful to them.</li></ol>
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