

# **PENN MANOR SCHOOL DISTRICT**

## Acceptable Use of Internet and Network Resources Policy

Students Grade 7-12

All District Employees

### Purpose:

Internet and network resources will be used to support the district curriculum, the educational community, projects between schools, communications and research for district students, teachers, administrators, and all other staff.

### Procedures:

Penn Manor School District reserves the right to log and monitor Internet use, computer network activity, and fileserver space utilization by district users. Network storage areas may be treated like school lockers. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Penn Manor School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Penn Manor School District reserves the right to log and monitor E-mail.

Only the owner of the account will use network accounts for its authorized purpose. Network users shall respect the privacy of other users on the system.

Students must complete an application and have the specific permission of a parent/guardian to access the Internet. Staff must sign the acceptable use agreement in order to have E-mail and Internet access.

### Acceptable Use Policy:

1. Use of the Internet and computer technology must be in support of the educational program and Penn Manor School District.
2. The Internet and computer technology will not be used for illegal activity, lobbying, to transmit offensive materials, hate mail, discriminating remarks, or to obtain or distribute obscene or pornographic material.
3. Users shall not intentionally seek information on, modify or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.

4. Use of school technology or Internet connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
5. Loading, distribution, or use of unauthorized games, programs, music, files or other electronic media is prohibited.
6. The illegal use of copyrighted software, materials, or files is prohibited.
7. The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. The user will be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
9. Any attempt to circumvent security measures on the school district network is prohibited. Users should report any security problems to the school administration.

#### Consequences for Inappropriate Use:

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.