

# Responsible Use of Internet and Network Resources

## **Purpose**

Penn Manor School District provides students and staff access to technology tools and Internet resources as part of the district's core educational mission and goals. Technology permeates virtually all district academic activities, operations, communications and research. It is the intent of Penn Manor School District to promote responsible, ethical and appropriate use of technology and network resources.

The purpose of this policy is to outline expectations for acceptable and responsible use of district technology resources by students, staff and the community. Access to district technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

## **Authority and Responsibility**

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.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log and monitor Internet use, computer network activity, email, electronic communications and filespace utilization. District Information Technology staff 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, computers, network appliances or other technology devices will be private. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.

Staff and students have the responsibility to respect and protect the rights of every other network user in the district and on the Internet. District staff have a professional responsibility to help students develop skills necessary to evaluate information sources, identify age-appropriate information and utilize online media resources to meet educational goals.

The district shall provide copies of this policy to parents/guardians, staff and students upon written request.

The use of personal technology devices is permitted on district-designated networks only. Students, parents, community members and guests who connect to permitted networks agree to the requirements of the Responsible Use of Internet and Network policy and should consider his/her personal device subject to the same level of monitoring and access as any district owned technology device. The district reserves the right to monitor Internet and network use of personal devices on district guest networks.

## **Acceptable and Responsible Use Guidelines**

Students and staff are expected to act in a professional, responsible, ethical and legal manner when utilizing district technology, network and Internet resources.

1. Use of the Internet and network resources must be in support of district educational, operational and research programs.
2. Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
4. Bullying, Cyberbullying and harassment is prohibited. Student will be abide by district bullying polices when utilizing district technology, network and Internet resources.
5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
6. 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.
7. Use of school technology or network 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.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the Information Technology Director is strictly prohibited.
9. Staff, students and community members are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
10. 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.
11. Staff and students will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
12. Any attempt to circumvent security measures on the district network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. Staff and students should report any security problems to school administration.

### **Content Filtering and Internet Safety**

In accordance with the requirements set forth by the United States Congress in the Children's Internet Protection Act (CIPA), Penn Manor School District filters, logs and monitors access to the Internet and blocks offensive, obscene, and inappropriate images and content including pornography. Even with a content filter and other technology protection measure in place, the district cannot guarantee the filter to be 100% effective. In cases where a site is wrongly blocked or in the interest of bona-fide educational research, staff may override the filter.

### **Security**

District staff and students are expected to act responsibly and protect the integrity and security of district data, passwords and identify. Staff and students are expected to keep passwords and other digital security credentials confidential. Staff and students should not attempt to gain access to unauthorized systems. Use of another person's identity to access technology and network resources is prohibited.

## **Disclaimer**

Penn Manor School District makes no warranties of any kind, whether express or implied, for the network or technology services provided. The district is not responsible for any damages incurred including loss of data resulting from data delivery delays, missed deliveries, or financial obligations incurred through the use of Internet websites. Use of any information obtained through the district's technology devices is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or other forms of electronic communication.

## **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.

Violation of any of the above provisions in this policy will result in the suspension or termination of a user's privilege to technology resources and/or a restriction of the user's privileges. Staff and students should understand that if they commit any violation of this policy, their access privileges will be suspended or revoked, disciplinary action will be taken, and/or appropriate legal action may be instituted.

Penn Manor School District  
**Student Responsible Use of Internet and Network Resources**

I understand and will abide by Penn Manor School District's Acceptable Use of Internet and Network Resources Policy. I further understand that a violation of this policy may be unethical and could constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary and/or appropriate legal action may also be taken.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Note:** A parent or guardian must read and sign this agreement.

**Parent or Guardian**

As parents, teachers, and administrators, we are concerned about inappropriate material available on the Internet. Penn Manor School District takes reasonable measures to ensure that students do not access unacceptable material. Those measures include filters, supervision, child-friendly web sites and staff modeling of appropriate Internet etiquette.

As the parent or guardian of this student, I have read the Acceptable Use of Internet and Network Resources Policy. I understand that the Internet is utilized as a critical educational and instructional tool across all grade levels and subjects. However, I recognize it is impossible for Penn Manor School District to prevent access to all inappropriate and objectionable material, and I will not hold Penn Manor School District responsible for materials acquired or contacts made through the Internet.

\_\_\_\_\_ **I grant** permission for my child to use the Internet for educational purposes. I understand that Internet use will be in support of the educational program. In addition, I will not hold Penn Manor School District responsible for students accessing inappropriate materials that are not at the direction of the teacher.

\_\_\_\_\_ **I do NOT** give permission for my child to use the Internet.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date