

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
COMPUTER NETWORKS/
DIGITAL TECHNOLOGY/
INTERNET AND INTERNET
SAFETY

BUTLER AREA SCHOOL DISTRICT

ADOPTED: March 18, 1996

REVISED: November 21, 2011

815. ACCEPTABLE USE OF COMPUTER NETWORKS/DIGITAL TECHNOLOGY/INTERNET AND INTERNET SAFETY	
<p>1. Purpose</p>	<p>The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Butler Area School District by providing unique resources and the opportunity for collaborative work.</p> <p>Network facilities shall be used to support the District's curriculum and to support communications and research for students, teachers, administrators, and support staff.</p>
<p>2. Authority</p>	<p>The Butler Area School District reserves the right to monitor and log network use and filespace utilization by District users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the School District. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other authorized school employee, may, at any time, review the subject, content, and appropriateness of electronic communications, Internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.</p>
<p>SC 1303.1-A 24 P.S. Sec. 4601 et seq 47 U.S.C. Sec. 254</p>	<p>The District recognizes the importance of teaching acceptable use and online safety to students. The District curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyberbullying awareness and response.</p>

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<p>3. Definitions</p>	<p>The Butler Area School District computer network includes all local area networking and wide area networking within the school community as well as all online and direct-wired networking such as Internet to which the school network may be linked.</p> <p>Digital technology shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind, that is based on digital technology that is:</p> <ol style="list-style-type: none">1. Owned, leased, or licensed to the School District.2. Provided directly or indirectly by the School District to its employees or students.3. Accessed by or through digital technology that is owned, leased, or licensed to the School District. <p>Digital technology includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers, PDAs; modems; voicemail; e-mail; wikis; blogs; and such similar technologies.</p> <p>User I.D. shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.</p>
<p>4. Guidelines</p>	<p>Users of computer networks and other digital technology have certain privileges, rights, and responsibilities. General guidelines for use are provided within this policy, and specific guidelines for use are provided within the user agreement which shall be signed by all students and staff members who use the network. In general, these require efficient, ethical, and legal utilization of the network resources. The use of network resources, including the Internet, is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.</p> <p>The District understands the importance of teachers and students engaging, collaborating, learning, and sharing in digital environments. Students are required to demonstrate proficiency in several Pennsylvania Academic Standards for Science and Technology that relate to digital literacy skills and the use of current technology tools to design and apply advanced multimedia techniques. The District has developed the <i>Butler Area School District Guidelines for Using Web 2.0 Online Collaborative Media Tools</i> to provide direction for teachers, students, and the School District community when using online media tools such as wikis, blogs, glogs, podcasts, video conferencing, or other online interactive media tools commonly referred to as Web 2.0 applications. Online media tools should be used</p>

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<p>Pol. 220</p>	<p>only to support the curriculum and enhance teaching and learning. By accessing, creating, or contributing to any blogs, wikis, glogs, podcasts, or other media for classroom or District use, teachers and students agree to abide by the District's acceptable use policies and these guidelines.</p> <p>The School District is not, through digital technology that is being made available to administrators, teachers, or students, creating a public forum, an open public forum, or a limited public forum. Digital technology may not be used by administrators, teachers, or students for speech or expressive conduct:</p> <ol style="list-style-type: none">1. That materially and substantially interferes with the education process.2. That threatens immediate harm to the welfare of the school community, or to any individual(s).3. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile.4. That encourages unlawful activity.5. That interferes with another individual's rights.6. That constitutes liable, slander, or defamation.7. That is sexually, racially, or ethnically related; that is offensive, threatening, or an affront to the sensibilities of others; and that is unlawful under the standards of the antidiscrimination laws of the United States. <p>All expressive conduct or material (whether verbal, written, or graphic) created; downloaded; maintained; copied; pasted; harvested; or otherwise obtained; used; or transmitted by, to, from, or with the District's digital technology is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral, and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by administrators, teachers, or students shall be:</p> <ol style="list-style-type: none">1. Age appropriate.2. Consistent with the rules of grammar, spelling, sentence structure, and format being taught by the District.3. Consistent with the abilities of the student.
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Communication by employees reflects on the School District. Consequently, expressive activity through digital technology shall exhibit good grammar, proper style, and good spelling. Any and all e-mails by an employee to any parent/guardian or student that is sent by the employee in his/her capacity as a School District employee shall be sent on and through the e-mail account assigned by the School District. Employees are prohibited from using personal e-mail accounts for School District business.

Employees and approved volunteers may not represent that they are communicating the views of the Butler Area School District unless authorized by administration. Employees and approved volunteers may not act in any manner which creates the false impression that they are communicating on behalf of or as a representative of the Butler Area School District.

Employees and approved volunteers must abide by the established School District policies regarding confidentiality and record release information of any kind when using any digital technology. This applies even if the organization, Board of School Directors, students, parents/guardians, and all current and former employees are not identified by name, but the disclosed information may enable someone to identify the individual.

This policy applies to employees and approved volunteers using digital technology while at work within the Butler Area School District and while using digital technology when away from work. This policy does not apply to content that is unrelated to the Butler Area School District, its Board of School Directors, students, parents/guardians, vendors, and all current and former employees.

Employees and approved volunteers are not permitted to use the Butler Area School District letterhead in any internet posting unless authorized by the administration.

Employees and approved volunteers are personally responsible for what they post.

Employees and approved volunteers may not establish a Butler Area School District social media site without the permission of the Butler Area School District Board of School Directors.

Acceptable Use

The use of the computer network and other digital technology must be in support of education and research and consistent with the educational objectives of the Butler Area School District. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Use of any District

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<p>47 U.S.C. Sec. 254</p>	<p>computer or other digital technology, unless and until the individual has signed an acknowledgement in the form prescribed by the District attesting to the individual's understanding of the rules governing acceptable use of computers and other digital technology, is prohibited.</p> <p>Students are required to submit an acceptable use agreement signed by the student and a parent at the beginning of each school year. As long as the student remains in the same school building, the acceptable use agreement shall remain in effect until September 30 of the following year to provide ample time for students to return a new signed agreement. Any student who moves from one building to another at the end of the school year must submit a signed agreement prior to being allowed to use the District's computer network.</p> <p>The determination as to whether a use is appropriate lies solely within the discretion of the School District.</p> <p>The use of the computer network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. More specifically, the following uses are prohibited:</p> <ol style="list-style-type: none">1. Use of the network to facilitate illegal activity.2. Use of the network for commercial or for-profit purposes.3. Use of the network for nonwork or nonschool related work.4. Use of the network for product advertisement or political lobbying.5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.7. Use of the network to access obscene, sexually explicit or pornographic material, or failure to report (to a teacher for students and to the network administrator for District employees) any time when s/he inadvertently visits or accesses a pornographic site.8. Use of inappropriate language or profanity on the network.9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
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<p>Pol. 814</p>	<ol style="list-style-type: none">10. Use of the network to intentionally, willfully, maliciously, or through reckless indifference obtain or modify files, passwords, and data belonging to other users.11. Impersonation of another user, anonymity, and pseudonyms.12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.13. Loading or use of unauthorized games, screensavers, programs, files, or other electronic media.14. Use of the network to disrupt the work of other users.15. Destruction, modification, or abuse of network hardware and software.16. Quoting personal communications in a public forum without the original author's prior consent.17. Use of any District computer unless and until a confidential user I.D. and password has been assigned to the student or employee.18. Use of any District computer without using his/her user I.D. and password.19. Terminating use of any District computer without logging off the computer.20. Attempting to bypass any blocking software that may be used or installed by the District.21. Violating the District's Code of Student Conduct or any other applicable policy of the District.22. Intentionally entering any secure or confidential area of the District's systems, network(s), computers or other digital technology without proper authority.23. Violating the legal rights of others.24. Knowingly infecting any computer with any virus.25. Use of any software or Internet site in violation of any applicable licensing agreement or applicable terms of use.26. Use of any digital technology to "hack" into anyone else's computer or network files in any way or manner that is not authorized.
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18 Pa. C.S.A.
Sec. 7601 et seq

27. Use of any data mining or similar data gathering and extraction methods in violation of any person's or entity's rights.
28. Use of digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act.
29. Deleting or removing any program, application, security feature, or virus protection from any District computer or other digital technology.
30. Violating any applicable criminal statute pertaining to computers, property, or electronic devices, including Chapter 76 of the Crimes Code, relating to computer offenses (18 Pa. C.S.A. §7601 et seq).
31. Planting any virus, pornography, or other prohibited content or software on anyone's computer or other digital technology.

Security

System security is protected through the use of user I.D.'s and 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.
2. Employees or students shall not use or utilize the user I.D. and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person. Users are not to use a computer that has been logged in under another student's or teacher's name.
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.

Safety And Protection Of Personal Information

When sending electronic messages, students and staff shall not include personal information, such as addresses and phone numbers that could identify themselves or other students and staff. Internet I.D. and passwords are provided only for personal use. Students and staff shall not share their password with anyone and shall not use anyone else's password, regardless of how the password was obtained. Those who suspect that someone has discovered their password shall change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

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4. Violations of this policy by an employee or student may result in corrective action up to and including suspension or termination of employment for employees and up to and including suspension or expulsion for students.

References:

School Code – 24 P.S. Sec. 1303.1-A

PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312

Computer Offenses – 18 Pa. C.S.A. Sec. 7601 et seq.

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

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

Board Policy – 103, 104, 218, 218.2, 220, 233, 237, 248, 317, 348, 417, 448, 517, 548, 814