

# WEST MIFFLIN AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET AND TECHNOLOGY

ADOPTED: June 28, 1996

REVISED: August 24, 2011

<p>1. Purpose SC 4601 et seq</p> <p>2. Authority</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET AND TECHNOLOGY</p> <p>Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities must develop and adopt a board approved Acceptable Use Policy on Internet usage within the school entity.</p> <p>The school district of West Mifflin provides staff and students with Internet usage to use for the sole purpose of educational pursuit.</p> <p>The school district of West Mifflin provides staff and students with technology equipment for the sole purpose of enhancing classroom content and to better provide an educational experience for the students of the West Mifflin Area.</p> <p>The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. 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 school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or Network.</p> <p>The district reserves the right to monitor any Internet usage and any electronic communication. Users of the WMASD technologies should not have an expectation of privacy in the materials that are created, sent, or received by them on the WMASD systems. To the extent allowed by laws and regulations, WMASD authorized personnel may examine all material stored on WMASD systems without prior notice.</p> <p>Messages that are created, sent, and/or received using the WMASD email system are the property of the West Mifflin Area School District. The West Mifflin Area School District reserves the right to access and disclose the contents of all messages created, sent, and/or received using the email system.</p>
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<p>Pol. 218, 233, 317, 417, 517</p>	<p>The district acknowledges that all technology equipment is the property of the district. Technology equipment may be loaned to individual staff members but that individual staff member is then responsible for the care of that piece of equipment.</p> <p>The Board establishes that use of the Internet, Network, email and equipment is a privilege not a right. Inappropriate, unauthorized and illegal use may result in the cancellation of those privileges and appropriate disciplinary action.</p> <p>The West Mifflin Area School District establishes that all vendors who require access to systems for maintenance and updates are required to abide by this policy. Vendors are required to obtain authorization from the WMASD administration before access is granted to the systems.</p> <p>The level of access that employees have to school computers, the Network, email and Internet services is based upon specific employee job requirements and needs.</p> <p><u>Responsibility Of District</u></p> <ol style="list-style-type: none"> <li>1. The district shall make every effort to ensure that this educational resource is used responsibly by students and staff.</li> <li>2. To the greatest extent possible, users of the Internet, email and Network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives unwelcoming or threatening communications shall immediately bring them to the attention of a teacher or administrator.</li> <li>3. The district will ensure that unauthorized disclosure, use, and/or dissemination of personal information regarding staff and students will not occur.</li> <li>4. The West Mifflin Area School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.</li> </ol> <p><u>Responsibility Of The Staff And Students</u></p> <ol style="list-style-type: none"> <li>1. 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 needs.</li> <li>2. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet/Network.</li> </ol>
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<p>3. Guidelines</p>	<ol style="list-style-type: none"><li>3. The district administrators shall have the authority to determine what is inappropriate use of the Internet, Email, Network or technology equipment.</li><li>4. The user shall not reveal personal information including but not limited to address or phone numbers to other users via the Internet.</li><li>5. The user will be responsible for all information that s/he accesses using the West Mifflin Area School District Network.</li><li>6. The West Mifflin Area School District will make all reasonable efforts to backup all data however the district will not be responsible for any information that may be lost, damaged or unavailable when using WMASD technology resources. Backup of such materials shall be the responsibility of the person creating/using them.</li><li>7. Users are required to log off the network when finished.</li></ol> <p>It is the belief of the Board that all district Internet use, Network use, email use and equipment use will be used to enhance the educational content of the curriculum or help to enhance the professional development of the user.</p> <p>Network accounts will be used only by the authorized owner of the account for its intended use. All communications and information accessible via the network should not be disclosed to any unauthorized individual. Network users shall respect the privacy of other users on the system.</p> <p>The West Mifflin Area School District, in its discretion, reserves the right to monitor Internet, Network, computer, and email usage. This monitoring may lead to the discovery that the user is violating the acceptable use policy, district policy or the law.</p> <p>All equipment is property of the West Mifflin Area School District. Even if such property is taken to a user's home, district policy should still be adhered to and the district reserves the right to access the equipment.</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 following uses are prohibited:</p> <ol style="list-style-type: none"><li>1. Use of the network to facilitate illegal activities.</li></ol>
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<p>SC 1303.1-A Pol. 249</p> <p>Pol. 237</p>	<p>2. Use of the network for commercial or for-profit purposes.</p> <p>3. Use of the network for non-work or non school-related work.</p> <p>4. Use of the network for product advertisement or political lobbying.</p> <p>5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication including cyberbullying.</p> <p>6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</p>
<p>Pol. 814</p>	<p>7. Use of the network to access obscene or pornographic material.</p> <p>8. Use of inappropriate language or profanity on the network.</p> <p>9. Use of the network to transmit material likely to be offensive or objectionable to recipients.</p> <p>10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users (i.e. hacking).</p> <p>11. Impersonation of another user, anonymity, and pseudonyms.</p> <p>12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>13. Loading or use of unauthorized games, programs, files, communication tools, or other electronic media.</p> <p>14. The alteration or destruction of any network files, computer programs, or software owned and operated by the district.</p> <p>15. Abuse of any software or hardware owned and operated by the district.</p> <p>16. Use of the network to disrupt the work of other users.</p> <p>17. The alteration or deletion of other users work or files.</p> <p>18. The alteration or destruction of any hardware owned and operated by the district including but not limited to printers, desktops, projectors, interactive white boards, and laptops.</p>

19. The abuse of any hardware owned and operated by the district including but not limited to printers, desktops, projectors, interactive white boards, and laptops.
20. Removing or moving any hardware owned and operated by the district including but not limited to printers, desktops, projectors, interactive white boards, and laptops without the proper authorization and approval.
21. Using any nondistrict-owned software on district-owned equipment.
22. Using any nondistrict-owned network equipment such as, but not limited to, routers, access points, switches, hubs.
23. Using district property (software or hardware) to violate copyright laws.
24. Revealing passwords to software or hardware to individuals.
25. Logging into a computer or program using someone else's information.
26. Users will not post chain letters or engage in spamming. **Spamming** is sending an unnecessary message to a large number of people.
27. Bypassing or attempting to bypass Internet filtering software using anonymizers or proxy servers that mask the content the user is accessing or attempting to access.

#### Home Use

The policy applies to both in school and at home use for staff and students.

To ensure that students and staff use these educational resources responsibly while at home, it is imperative that the following provisions are understood:

1. No one other than the district employee or student uses his/her laptop or equipment.
2. District policy for behavior and communication apply when using the Internet, according to the stipulations of this policy.
3. Users should have no expectation of privacy while utilizing their district assigned computer at home.

4. In-home technology support should not be expected from WMASD technology staff, it is the user's responsibility to report any problems with equipment immediately to the technology help desk.
5. Any and all costs incurred by the WMASD for repairs caused by negligent use may be the financial responsibility of the user who caused the problem. Under no circumstances should the user attempt to take district-owned technology to a service provider nor should the user attempt to repair technology equipment him/herself.

Additionally, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Also, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent/guardian would be liable.

#### Webpage Design/Publishing Guidelines

All school district websites are for the purpose of promoting educational or extracurricular programs associated with the West Mifflin Area School District. Unless approved, all WMASD sponsored and maintained websites (which includes but not limited to teacher or classroom pages for educational purposes) must be hosted by district-approved/provided services or providers and must adhere to procedures and guidelines outlined in this policy.

#### *Student Safeguards –*

1. Web content may include only first name's of students.
2. Web content may not include a student's phone number, address or names of other family members.
3. Student pictures can be published, however no personal identification of students should be included with such pictures.
4. Web content may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school/activity.

*Rationale –*

1. School websites are public documents welcoming the outside world to the school and linking students and staff to outside sources of information. Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any Internet user to access and free from advertising or information items that may not be appropriate for students.
2. The content for school websites must be consistent with the educational mission, goals, strategic plan and objectives of the WMASD and School Board policies. All district-sponsored and maintained websites are property of WMASD.

*Disclaimer Of Liability –*

The WMASD technology department does not warrant or guarantee access or data integrity of student or teacher-developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources. Furthermore the author is responsible for all content posted on his/her website.

The WMASD technology department reserves the right to immediately stop access to or from any site which may be in violation of this policy or otherwise poses a risk to the district's network, personnel, or other technology resources.

Consequences For Inappropriate Use

All users will need to read and sign an acceptable use agreement if users violate this agreement, the consequences listed in the section will be followed through. If user is under the age of eighteen (18), a parent/guardian must also sign the form.

All staff and students using or being loaned any district equipment will need to read and sign an agreement for use of the technology, if any staff member or student violates this agreement the consequences listed in this section will be followed through.

The employee shall be responsible for loss, theft, or damages to the equipment, systems, and software resulting from accidental or deliberate willful acts. District employees who are issued a laptop will have the option of purchasing insurance by paying an annual fee determined by the district to insure their equipment in the case of loss, theft, or damage. If the employee chooses not to insure the equipment, they will be responsible for any and all damages or loss. The payment for insurance and insurance forms will be collected and recorded on a yearly basis.

**Damage** also includes, but is not limited to, malicious attempt to harm or destroy data of another user, Internet or other networks and the uploading or creation of computer viruses.

An individual search may be conducted if there is reasonable suspicion that a user has violated the law or the district policies. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. District employees should be aware that their personal files may be discoverable under state public records laws.

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

Use of the West Mifflin Area School District computer technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material or any other activity in violation of the law is prohibited and will be referred to the proper authorities.

Any violation of West Mifflin Area School District regulations with regards to technology, the use of technology, or technology equipment could result in:

1. Student.

- a. Compensation to school district for damages and repairs.
- b. Suspension from school.
- c. Expulsion for school.
- d. Referral to proper authorities.
- e. Legal charges filed with local authorities.
- f. Any other action deemed appropriate by the building administrator or the director of technology.

2. Staff.

- a. Compensation to school district for damages and repairs.
- b. Suspension from work with pay.
- c. Suspension from work without pay.



- d. Removal from current position.
- e. Referral to proper authorities.
- f. Legal charges filed with local authorities.
- g. Any other action deemed appropriate by the building administrator or the director of technology.

Filtering

Any district computer used by students and staff shall be equipped with Internet blocking/filtering software.

This software will control the access for students and staff to inappropriate websites, chat rooms, and email communications.

The restriction and blocking of material is at the sole discretion of the district administration and the Technology Director.

Request for access to restricted websites can be submitted to administration and may be granted on a case-by-case basis.

References:

School Code – 24 P.S. Sec. 1303.1-A

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

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, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814