

POTTSGROVE SCHOOL DISTRICT

TECHNOLOGY

COMPUTERS

INTERNET POLICY

A. Purpose

The Board will provide access to the District's networks and to the Internet for staff members and for students having the consent of their parents/guardians. It is the policy of the Board of School Directors that the use of facilities and equipment to use the Internet must be in support of research and the educational programs of the District. The term "educational purpose" includes use of the system for classroom activities and professional or career development.

B. Authority

Access to the District's networks and the Internet through school resources is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the revocation of those privileges and appropriate disciplinary action.

The District reserves the right to:

1. determine which network service will be provided through District resources;
2. view and monitor network traffic, filesaver space, processor and system utilization, and all applications provided through the network, including e-mail;
3. log Internet and network use by students and staff;
4. revoke user privileges, remote user accounts, and refer to legal authorities when violation of this and any other applicable District policies including those governing network use, copyright, security, discipline, and vandalism of District resources and equipment occurs or state or federal law is violated.
5. restrict or limit usage of lower priority computer uses when computing resources exceed available capacity. Priorities are

Highest - Uses that directly support the education of students

Medium - Uses that indirectly benefit the education of students

Lowest - Uses that include reasonable and limited interpersonal communications

The electronic information available to students and staff neither implies endorsement of the content by the District, nor does the District guarantee the accuracy of information received via 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 through the Internet. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

C. Responsibility

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, and illegal, can be accessed through the network. Because of the nature of the technology that allows the Internet to operate, the Pottsgrove School District cannot completely block access to these resources. Accessing these and similar types of resources will be considered unacceptable use of school resources and will result in suspension of network privileges and disciplinary action as outlined in appropriate District policies.

D. Guidelines

1. The following are entitled to use the network:

- a) All Pottsgrove School District Staff
- b) All Pottsgrove School District students under the supervision of a staff member and/or parent or guardian
- c) Members of the Board of School Directors

2. Network user accounts will be used by the authorized owner of the account for its authorized purposes. An account will be made available according to a schedule developed by appropriate District authorities based on the capability of District hardware. Accounts will be provided only to those individuals who have read the District Internet Policy and acknowledge that they have read the policy by signing the signature page and returning it to the appropriate District authority. In addition to their own signatures acknowledging and accepting personal responsibility, students must have their parent or guardian sign the signature page indicating that the parents or guardians have read the policy and that they consent to allow the student to access and use the network and Internet and the parents and students agree to hold harmless the Pottsgrove School District.

3. Prohibitions

The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. All users of the network are strictly prohibited from engaging in the activities listed in this section. The Pottsgrove School District reserves the sole right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network and has the sole right to modify this list at anytime to include new or additional uses. These prohibitions are in effect any time school district resources are accessed whether in school, directly from home, or indirectly through another Internet service provider.

a. General Prohibitions:

It is prohibited to use the network to/for:

- 1) non-work or non-school related communications;
- 2) access obscene or pornographic material;

- 3) transmit material likely to be offensive or objectionable to recipients;
- 4) participate in inappropriate and/or objectionable discussion or news groups;
- 5) send hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications;
- 6) participate in Internet Relay chats and Internet voice communications (on-line, real-time conversations) unless such activities are organized for District sponsored educational purposes or activities;
- 7) facilitate any illegal activity;
- 8) communicate through e-mail for non-educational purposes or activities;
- 9) commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable District policies), unauthorized fund raising or advertising on behalf of the District and non-school district organizations, reselling of District computer resources to non-school district individuals or organizations, or unauthorized use of the District's name;
- 10) product advertisement or political lobbying;
- 11) anything that results in copyright violations;
- 12) the illegal installation, distribution, reproduction or use of copyrighted software on District computers;
- 13) intentionally infringing upon the intellectual property rights of others (including plagiarism and unauthorized use);
- 14) making available material or information the possession or distribution of which is illegal;
- 15) unauthorized access, possession, or distribution of confidential or privacy information designated as such by the District (including student pictures, addresses, etc.); and
- 16) intentionally compromising the privacy or security of electronic information.

b. Access and Security Prohibitions

The following activities related to access to the District's computer network and the Internet are prohibited:

- 1) Misrepresentation (including forgery) of the identity of a sender or source of communication;
- 2) acquiring or attempting to acquire passwords of others or giving one's password to another;
- 3) revealing a password or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
- 4) using or attempting to use computer accounts of others; and
- 5) altering communication originally received from another person or computer with the intent to deceive;

c. Operational Prohibitions

The following operational activities and behaviors are prohibited:

- 1) Interference with or disruption of computer or network accounts, services, or equipment of

others, including, but not limited to, the propagation of computer “worms” and “viruses,” the sending of electronic chain mail, and the inappropriate sending of “broadcast” messages to a large number of individuals or hosts;

- 2) altering or attempting to alter files or systems without authorization;
- 3) unauthorized scanning of the network for security vulnerabilities;
- 4) attempting to alter any District computing or networking components (including, but not limited to, filesavers, bridges, routers, or hubs) without authorization or beyond one’s level of authorization;
- 5) unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services;
- 6) connecting unauthorized hardware and devices to the network;
- 7) loading, downloading, or use of unauthorized games, programs, files, or other electronic media (unauthorized includes any software that a staff member has not pre-approved);
- 8) intentionally damaging or destroying the integrity of electronic information;
- 9) intentional destruction of District computer hardware or software;
- 10) intentionally disrupting the use of electronic networks or information systems;
- 11) negligence leading to damage of District electronic information, computing, or network equipment; and
- 12) failure to comply with requests from appropriate teachers or District administration to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

4. Content Guidelines

Information electronically published on the District’s network, including, but not limited to, the District’s World Wide Web pages shall be subject to the following guidelines:

- a. Published documents or video conferences may not include a child’s telephone number, street address, or box number, or names (other than first names) of family members;
- b. documents or videoconferences may not include information which indicates the physical location of the student at a given time other than the attendance at a particular school or participation in school activities;
- c. documents or videotapes may not contain objectionable material or point directly or indirectly to objectionable materials;
- d. documents must conform to District policies and guidelines; and
- e. documents to be published on the World Wide Web by students must be edited and approved by a referring teacher before publication.

5. Safety

To the greatest extent possible, users of the network and Internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

6. Consequences for Inappropriate Use

- a. The network user shall be responsible for damages to equipment, systems, and software resulting from any action that could have been reasonably expected to cause harm or damage.
- b. Violations as described in this policy may be reported to the appropriate legal authorities.
- c. General rules for behavior and communications apply when using the network and the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions may result from inappropriate use.
- d. Vandalism will result in cancellation of access to the network.

7. Copyright

The illegal use of copyrighted software by student and staff is prohibited. Any data uploaded or downloaded from the network shall be subject to copyright law.

8. District Responsibilities

- a) The Superintendent or designee will oversee the District access to the Internet and will work with other regional or state organizations as necessary.
- b) The Superintendent will develop guidelines and procedures for the administration of this policy.
- c) The District will notify parents about District Internet access and the policies governing its use. Parents must sign an agreement to allow their students to have an individual account.
- d) The District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their children what material is and is not acceptable for their children to access via the Internet, except that parents cannot authorize children to have access to anything that is otherwise prohibited by this or other school policies.
- e) The District will provide students and parents with guidelines for student safety while using the Internet.

E. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.
2. In the event there is an allegation that a student has violated the District's policy on the Utilization of Computers and Computer Networks, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the Pottsgrove Student Disciplinary Code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Pottsgrove Student Disciplinary Code, the violation will be handled in accord with the applicable provision of the Code.
4. Employee violations of the District's policy on the Utilization of Computers and Computer Networks will be handled in accord with District policy.

F. Search and Seizure

User violations of the District's policy on the Utilization of Computers and Computer Networks, of the Student Disciplinary Code, or the law may be discovered by routine maintenance and monitoring of the District system.

POTTSGROVE SCHOOL DISTRICT ADMINISTRATIVE INTERNET PROCEDURES

The purpose of this document is to provide guidance for the implementation of Pottsgrove School District Policy regarding the use of the Internet.

The following are entitled to use the network:

- a) All Pottsgrove School District Staff
 - b) All Pottsgrove School District students under the supervision of a staff member and/or parent or guardian
 - c) Members of the Board of School Directors
2. Network user accounts will be used by the authorized owner of the account for its authorized purposes. An account will be made based on the capability of District hardware. Accounts will be provided only to those individuals who have read the District Internet Policy and acknowledge that they have read the policy by signing the signature page and returning it to the appropriate District authority. Students must have their parent or guardian sign the signature page indicating that the parent or guardian have read the policy and that they consent to allow the student to access and use the network and Internet.

RESPONSIBILITY

Following are specific responsibilities:

- A. The Superintendent** will have final administrative responsibility for resolution of any questions related to the use of the network or District use of the Internet.
- B. The District Computer Resource Manager** has responsibility for:
 - a) determining which network service will be provided through District resources;
 - b) viewing and monitoring network traffic, filesaver space, processor and system utilization, and all applications provided through the network, including e-mail;
 - c) maintaining a log of Internet and network use by students and staff;
 - d) recommending the revocation of user privileges, remote user accounts, and the referral to legal authorities when District policies are violated.
 - e) restricting or limiting usage of lower priority computer uses when computing resources exceed available capacity according to the following prioritization:

- Highest - Uses that directly supports the education of students
- Medium - Uses that indirectly benefit the education of students
- Lowest - Uses that include reasonable and limited interpersonal communications

f) working with other regional or state organizations as necessary.

C. Principals have the responsibility to provide administrative oversight for the use of the Pottsgrove School District Network in their building. Principals will administer disciplinary actions related to student or staff use of the Network. Disciplinary action will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Pottsgrove Student Disciplinary Code, the violation will be handled in accord with the applicable provision of the Code. Employee violations of the District's policy on the Utilization of Computers and Computer Networks will be handled in accord with District policy.

D. Faculty members have the responsibility to be thoroughly acquainted with the provisions of the Pottsgrove School District Internet Policy. Faculty have the responsibility for providing reasonable supervision of student use on the Pottsgrove School District Network and the Internet. Specific faculty assignments will be established to provide for the training of students to use the Pottsgrove School District Network and the Internet.

E. Director of Curriculum will be responsible for

- a) facilitating the development of curriculum related to student use of the Pottsgrove School District Network and the Internet.
- b) facilitating the training of staff in the use of the Pottsgrove School District Network and Internet.

PROCESSING

The attached forms are to be used in the administration of the Pottsgrove School District Network and the Internet.

3 Attachments

Procedure approved: July 27, 1999

Superintendent of Schools

POTTSGROVE SCHOOL DISTRICT
APPLICATION FOR INTERNET ACCESS
STUDENT

I have read and understand the provisions of the Pottsgrove School District Internet Policy. I understand that any violation of the policy may result in the loss of Pottsgrove School District Network privileges, legal action, and other disciplinary measures.

Student Signature

Date

Parent or Guardian Acknowledgement

As the parent or guardian of this student I/we have read the attached Pottsgrove School District Internet Policy and understand the provisions of the Pottsgrove School District Internet Policy. I understand that any violation of the policy may result in the loss of Pottsgrove School District Network privileges, legal action, and other disciplinary measures.

I/we accept full responsibility for supervision if, and when, my child's use of a computer or the Internet is not in a school setting which may include dial-in access to the Pottsgrove School District Network.

I/we give our permission for _____ to use the Pottsgrove School District Network and the Internet and to be issued a network account.

Parent or Guardian's Full Name (Please Print)

Signature of Parent or Guardian

Date

Guidelines for Teacher/Program Internet Webpages

The purposes for developing teacher and/or program webpages for publishing on the Internet are:

- to promote communication among the members of our “Learning Community”— students, parents, staff, and the Pottsgrove community at large
- to share resources with genuine educational value with other learners worldwide
- to provide links to teacher recommended web sites that reinforce and/or support the teacher’s instructional program
- to promote the Pottsgrove School District in the Local/Global Community.

In order for any Pottsgrove teacher to publish an official Pottsgrove Webpage, teachers must observe the following process:

1. All requests must be made in writing by a Pottsgrove teacher to the Director of Curriculum using the attached form. The request must include a sketch of the proposed page design, an explanation of the contents, and a plan for keeping the web page up to date. The District reserves the right to alter any webpages that contain “date sensitive” information that has expired. It is the teacher’s responsibility to supervise the project and to keep the information on their page current.
2. The Director of Curriculum will present all requests to the Pottsgrove Administrative Team at their regular meetings.
3. The teacher and his/her students may then proceed with the webpage project. Once the page has been created, the teacher must provide a printed copy to the building Principal for a content review. Final approval by the Superintendent must then be obtained.
4. When all approvals have been accomplished, the teacher must submit *the hypertext markup language* (HTML) document with accompanying graphics to the Computer Resource Manager for file transfer.
5. The Director of Curriculum will monitor all Pottsgrove webpages and, if deemed necessary, may require teachers to reapply for approval when the design or content of a webpage changes.

Items to consider including on Teacher Web pages:*

- a course outline or syllabus
- homework assignments
- links to related Internet sites
- samples of student work (no photographs of students, please)
- a calendar of events
- graphs, charts, illustrations, photographs, animations*
- bibliographies of print or computer resources related to your subject

**Any information available on the Web page must be available to all students in hard copy.*

Items that are prohibited:

- information not related to the subject taught or the topic of the webpage
- self-promotion or items of a personal - not professional - nature
- content that is in poor taste or questionable moral content
- language or concepts that are inappropriate in an educational setting
- information or content that is in violation of the federal copyright laws

* CAUTION: Webpages are to be designed with restraint so they can be downloaded by a user into a browser in a reasonable amount of time.

Application for Pottsgrove
Teacher / Program Web Page

Teacher's Name:

Building:

Grade Level:

What will be the *purpose* of the proposed web page?

What subject or course will the webpage address?

General Description of Webpage:

Will your students be involved in this project? _____ If so, how?

You will be required to provide updates to your page to keep the information current. Please provide a timeline for providing updates.

On the other side of this form,, please provide a sketch of how intend to design your webpage. It is understood that this is a *preliminary* design and not necessarily the final design for your webpage.

To be completed by the Director of Curriculum and Staff Development

Approvals

Pottsgrove Administrative Team Date: _____

Building Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Webpage was originally posted on : _____

Please sketch your webpage design here: