

PHOENIXVILLE AREA SCHOOL DISTRICT

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES

PURPOSE

PASD supports use of the Internet and other information technology resources ("IT Resources") to facilitate learning, teaching, and educational operations. Access to and use of these resources is essential to the learning, teaching and administration that occurs in our school.

AUTHORITY

This policy applies to all users ("users") of PASD computers, technology devices, network connectivity, and information technology resources. In addition, this policy applies to PASD IT Resources, personally owned technology devices, and all other technology devices and services used during PASD-sponsored events on and off campus. Each user of IT Resources must agree to this policy, by signing a copy of the policy in hardcopy, prior to obtaining access to IT Resources. This policy applies to outsource employees, consultants, volunteers, and any other persons obtaining access to IT Resources. Additionally, all students must obtain their parent's/guardian's signature to this policy granting permission to the student to use the IT Resources.

DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee is responsible for the enforcement of this policy.

DEFINITIONS

IT Resources - Hardware, software, and other technology-related services and devices.

Technology Devices - Examples include, but are not limited to the following: mobile phones with digital still and video cameras; mobile phones with Internet or ISP access; gaming devices with wireless access; and portable music devices with wireless access.

Internet - The Internet consists of multiple network services such as e-mail, web browsing, file transfer, and remote access.

ISP - Internet Service Provider, for example, Comcast or Verizon.

GUIDELINES

If any user has questions concerning this policy or its content, the user should contact PASD IT personnel or a PASD administrator. IT Resources are to be used only for purposes that are lawful, authorized, have educational value to the user or enhance the user's personal growth, and are permitted by this policy. Our goal is to give all of our users the opportunity to pursue educational and research activities in a safe and effective manner that complies with the law and regulations.

Use of IT Resources

The primary use of our IT Resources is reserved for those who need to access or obtain information and materials of educational value to them. Educational value means the information and/or materials must have a direct impact on the user's current education program in which s/he is enrolled or is seeking to enroll. Entertainment or social-type activities, such as exchanging e-mail messages with friends, engaging in chat rooms, reading message boards, and other activities outside the scope of the user's education program, do not fall under the definition of educational value. Users who use IT Resources for non-educational purposes may be responsible for any costs associated with such non-educational use. PASD may impose time restrictions on use of its IT Resources to ensure that all users have equal opportunity for use. PASD also may create and enforce storage management procedures or revise such storage procedures, at its option.

Prohibited Uses

Users must act in a responsible, ethical and legal manner when using the IT Resources. They must also follow this and all other PASD policies, use acceptable network etiquette, and comply with federal and state law. The following uses of our IT Resources are specifically prohibited:

1. Use in violation of any law, or governmental rule or regulation.
2. Commercial or for-profit use.
3. Excessive non-work or nonschool related work.
4. Product advertising or political lobbying.
5. Exchanging (by sending, receiving, or in any way participating in) any hate mail, or harassing, defamatory, offensive, fraudulent, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal activities, materials or communications, or communications containing inappropriate language.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials; copying, distributing, modifying, or using copyrighted materials in violation of copyright laws.
7. Accessing or obtaining: (i) materials that are obscene, (ii) violent materials, (iii) pornographic materials, or (iv) pornographic depictions of children.
8. Access by students to material that is harmful or is determined by PASD to be inappropriate for students.
9. Quoting a personal communication by means which make it public without the original author's prior consent.
10. Intentionally obtaining or modifying files, passwords, or data belonging to other users; impersonating another user; anonymity or using pseudonyms.
11. Loading or using unauthorized games, programs, files, or other electronic media.
12. Destruction, modification, abuse or unauthorized access to network hardware, software and files, including (among others) unauthorized access to the Internet or Intranet, unauthorized access to any sites on the Internet, and so-called "hacking" activities.
13. Disrupting the work of others.
14. The Phoenixville Area School District logo, insignia, and name may not be used in any electronic media without written consent of the Superintendent or a designee.

Procedures

The Superintendent (or designee) is responsible for implementing technology and procedures to determine whether PASD's computers are being used for lawful purposes and, according to this, and any other PASD policy. These procedures include blocking or filtering Internet access on each computer: (i)

to prevent access to visual depictions that are obscene, pornographic materials, or child pornography, and (ii) to prevent access by students to visual depictions that are harmful or are determined by the PASD Board to be inappropriate for use by students. PASD has the right to use additional measures to ensure that IT Resources are used responsibly and in accordance with laws and regulations, including security measures, intrusion detection measures, monitoring of utilization levels of fileservers space, and activity logging. PASD also has the right, at any time, to monitor and supervise use of the IT Resources by students, employees and other persons using PASD IT Resources.

Disabling Of Filter Technology

Only the Superintendent (or designee) may disable filtering technology or any other technology protection measure which PASD has placed on its computers. A user may not disable such technology. Any adult who desires to have such technology disabled must present a request in writing to the Superintendent (or designee), and the Superintendent (or designee) will determine whether or not to grant the request. Disabling of the technology will occur only for the purpose of enabling access by adults to the Internet to perform bona fide research or for other lawful purposes.

Confidential Information

Confidential information of PASD, its personnel, its students, any personal identification information regarding personnel or students, and any other confidential information and/or information protected by the Family Educational Rights and Privacy Act or by a PASD Policy (PASD Confidential Information) may not be transmitted by users via the IT Resources to other users or to third parties. This includes transmission via chat rooms, e-mail, the Internet, or any other means. Additionally, all users of IT Resources should be aware, and understand, that communications via e-mail or the Internet are not secure and are subject to hacker or other interference, the confidentiality of information communicated via e-mail or the Internet cannot be guaranteed during transmission, and recipients might not keep information confidential. Therefore, PASD recommends that users do not transmit any confidential information via e-mail or the Internet and that any confidential information which a user wishes to transmit (which may not include any PASD confidential information) be transmitted by traditional non-electronic forms of communications. In the event that confidential information is or must be shared via the Internet, the district's security or encryption procedures must be followed.

Communications Compliance

Users must comply with all laws, governmental rules, and regulations, including (among others) the Electronic Communications Privacy Act of 1986, as amended. This Act prohibits the unauthorized interception or disclosure of e-mail messages by third parties. Under this Act, PASD may monitor the use of all electronic communications and IT Resources.

Employees must conduct all PASD business using IT Resources, to include electronic communications between teachers and students, and teachers and parents/guardians. School Board members must use IT Resources to communicate any school district business electronically. PASD will not be responsible for communications outside of PASD IT Resources.

Security Procedures

Each user must log on and log off the IT Resources using proper security conventions as established by PASD. Users must lock or log off when leaving IT Resources unsupervised. Users are responsible to follow log-in procedures and to select appropriate passwords, which must be kept private and not shared with anyone else. It is each users' responsibility to periodically (as set by PASD guidelines) change their passwords and to select passwords that cannot be easily guessed. Users may not allow others to use their passwords or to share their account. Users are further responsible for all e-mail and Internet or Intranet activity that occurs through the use of their passwords and/or log-ins. Any attempt to circumvent IT security measures, to guess passwords, or to otherwise gain unauthorized access to or use IT Resources, is strictly prohibited.

Consequences for Inappropriate or Improper Use of IT Resources

Use of IT Resources is a privilege, not a right.

Users are responsible for following all PASD procedures, guidelines and policies (including this policy) for use of IT Resources. Copies of applicable PASD procedures, guidelines, and policies are available upon request or can be viewed at the PASD web site. Users who violate PASD procedures, guidelines and/or policies or engage in inappropriate, unauthorized and/or illegal use of IT Resources will have their privileges canceled and be denied access to IT Resources for a period of time and, in the sole discretion of PASD, may be subject to other disciplinary measures, including, among others, suspension (for students) or termination of employment (for employees).

Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of IT Resources, violations of copyright, intentional or willful deletion or damage to files of data belonging to others, and theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism will result in cancellation of access privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, Internet or other networks and includes, among other actions, uploading or creating computer viruses.

Devices

Users may not repair, reconfigure, modify, or attach external devices to the IT Resources unless approved by authorized PASD IT Resources personnel (individuals designated by PASD IT Resources). Hardware and software may only be installed by authorized PASD technology personnel. Users may not download or install applications or executable files from the Internet. Users may not connect personally owned computers or other technology devices to the PASD network wirelessly or wired.

PASD Reservation of Rights

PASD reserves the right to access all IT Resources for any purpose and to disclose them to any other party, as it deems necessary and/or appropriate. Users should understand that there is no right of privacy with respect to information contained in the IT Resources, and PASD and its designated

personnel may access such information at their discretion. The district reserves the right to quarantine, neutralize, or dispose of an individual's data in the event of a security threat.

Disclaimer of Liability

PASD shall have no liability or responsibility whatsoever for any direct, indirect, or consequential losses or damages to a user, a third party, or data resulting from use of the IT Resources.

The fact that electronic information is made available to users via the PASD computers does not imply endorsement by PASD of any content, nor does PASD guarantee the accuracy or security of any information.

PASD shall have no liability for any information that may be lost, damaged, or unavailable when using the IT Resources or for any information retrieved via the Internet or Intranet.

Reporting Violations

PASD personnel must report violations of the acceptable use policy using the attached addendum. Violations of the acceptable use policy must be reported to a teacher or administrator by students and to an administrator by employees.

References:

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Interception and Disclosure – Electronic Communications – 18 U.S.C. Sec. 2511

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety – 47 U.S.C. Sec. 254

Board Policy – 216, 218, 233, 237, 317, 417, 517, 814

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USER AGREEMENT

This section must be signed by the user:

I have read, understand, and will abide by the Phoenixville Area School District's Acceptable Use Policy (AUP). I understand that should I violate any of the provisions of use, my access privileges to IT Resources may be revoked and/or appropriate disciplinary and/or legal actions may be taken.

Student/Staff Name (PLEASE PRINT)

Date

Student/Staff Signature

Building

For students, this section must be signed by a parent/guardian:

PARENTAL CONSENT

Please read the attached Phoenixville Area School District (PASD) Acceptable Use Policy, review it with your son or daughter, and sign below.

As parent/guardian of _____, I have read the PASD Acceptable Use Policy. I understand that technology has opened up a vast resource for educational use and that Internet access is being provided by PASD for the purposes of obtaining information and enhancing educational value in a school setting. I recognize that it is impossible to control the content of the Internet and that access to it opens up the possibility of students encountering potentially defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. I agree that I will not hold PASD or any of its employees responsible for the content of materials acquired on the Internet by my son/daughter. I hereby give permission for my son/daughter to use the PASD IT Resources and the PASD Internet connection as provided in PASD policy.

Parent/Guardian Signature

Date

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