

DONEGAL SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
TECHNOLOGY BY STUDENTS,
STAFF, AND COMMUNITY
MEMBERS

ADOPTED: August 26, 2010

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">814.2. ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS, STAFF, AND COMMUNITY MEMBERS</p> <p><u>Introduction And Overview</u></p> <p>Access to computers, information technologies and other network resources is integral to the educational mission and purpose of the Donegal School District. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our school. This policy provides expectations for the use of technology as it affects our school and educational community. The school's computer network is provided for limited educational purposes, not as a public access service.</p> <p>Due to the evolutionary nature of technology, it is imperative for students and staff to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all users to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to compliment them. Please read the policies below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions and regulations below.</p> <p><i>Supervision And Personal Responsibility -</i></p> <p>This Acceptable Use Policy applies to all students, all faculty and staff members, and all visitors to campus (both adults and minors) including parents/guardians and subcontractors.</p> <p>All students and their parent/guardian must sign a permission form before they can utilize any school technologies. This permission slip must be signed on an annual basis at the beginning of every school year.</p>
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Technology As A Privilege -

The use of all school-owned technology is a privilege not a right. This privilege comes with personal responsibilities and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

At any time throughout the school year, a parent/guardian can withdraw his/her permission for his/her child to use technology. This means that a parent/guardian can revoke his/her child's access to school technologies for specific purposes.

Privacy -

Donegal School District reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Users have a limited expectation of privacy when using their own technology on school property or at school events as long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Filtering -

Donegal School District adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity, but retains the right to monitor activities that utilize school owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography.

Right To Update -

Since technology is continually evolving, Donegal School District reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students, staff and community. To this end, the Donegal School District School Board may add additional rules, restrictions, and guidelines at any time.

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<p>2. Definitions</p>	<p>Bandwidth - bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.</p> <p>Copyright - copyright is the set of exclusive rights afforded to the author or creator of an original work, including the right to copy, distribute and adapt the work. These rights can be licensed, transferred and/or assigned. Copyright is also perceived to include the "moral rights" of the creator of a work, including the right to be credited for the work.</p> <p>Cyber bullying – cyber bullying occurs when someone sends derogatory or threatening messages and/or images through a technological medium in an effort to harass or demean another. Cyber bullying also occurs when someone purposefully excludes someone else online, or when someone creates an account or web site for the purpose of criticizing or making fun of another.</p> <p>Fair Use - fair use is a doctrine in United States copyright law that allows limited use of copyrighted material without requiring permission from the copyright holders, fair use applies to commentary, criticism, news reporting, research, teaching or scholarship. It grants legal, nonlicensed citation or utilization of copyrighted material in another author's work within four (4) factors of use analysis: purpose and character of the use; nature of the copyrighted work; amount and substantiality of the work used; and the effect upon the value of the original work.</p> <p>Internet - the Internet is a global network of networks, connecting millions of computers and users via a wide range of electronic and optical networking technologies.</p> <p>Network - the school's network is defined as our computers and electronic devices such as printers, FAX machines, scanners, etc. that are connected to each other for the purpose of communication and data sharing.</p> <p>PDA - PDA stands for personal digital assistant which is an electronic device which provides some of the functions of a computer, a cell phone, a music player, and a camera.</p> <p>Technology - under this policy, technology is a comprehensive term including, but not limited to, all computers, projectors, televisions, DVD players, stereo or sound systems, digital media players, gaming consoles, gaming devices, cell phones, personal digital assistants, CDs, DVDs, camcorders, calculators, scanners, printers, cameras, external and/or portable hard drives, modems, Ethernet cables, servers, wireless cards, routers and the Internet. School technology refers to all technology owned and/or operated by the school.</p>
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<p>3. Guidelines</p>	<p>User - for the purpose of this policy, user is an inclusive term meaning anyone who utilizes or attempts to utilize, whether by hardware and/or software, technology owned by the school. This includes students, faculty members, staff members, parents/guardians, and any visitors to the campus.</p> <p><u>Acceptable Uses Section</u></p> <p><i>Purposes And Use Expectations For Technology -</i></p> <p>All school-owned technologies including the school network and its Internet connection are provided for educational purposes. Educational purposes include classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities.</p> <p>Commercial use of school technology resources is prohibited. Users may not utilize school technology to sell or barter any products or services. Users may not resell their network resources to others, including, but not limited to, disk storage space. Students may utilize school technologies for some recreational uses, at the discretion of a teacher, keeping in mind that school technology resources are both shared and finite. Examples of acceptable recreational uses include playing appropriate, nonoffensive games; conducting personal research; and viewing appropriate, nonoffensive images. Students may not utilize school technology to visit social networking web sites, or send instant messages or e-mails unrelated to the educational purposes stated above. The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.</p> <p><i>Personal Responsibility -</i></p> <p>The Donegal School District expects its users to act responsibly and thoughtfully when it comes to utilizing technology. Technology is a finite, shared resource offered by the school to its staff, students and guests. Network storage is also a finite, shared resource, and users are expected to use this space for educational purposes only. All users bear the burden of responsibility to inquire with the IT Department or other school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.</p> <p>The school provides individual technology accounts for users in order to keep track of their technology use. Users must log off when they are finished using a school computer. Failing to log off may allow others to use your account. All users are responsible for any activity that occurs through their personal account.</p>
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School Provided Technology Resources -

Users are provided with a school e-mail account on an as-needed basis. All e-mails sent from this account are representative of the school and users should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. E-mail accounts are subject to monitoring and have limited privacy. Users are sharing resources such as bandwidth and server space with others. Delete old e-mails and save large attachments elsewhere to limit the amount of storage space your e-mail account is using.

Unacceptable Uses Of Technology

Cell Phones And PDA's -

Cell phones and PDAs may be used on campus, as allowed by either a building administrator (for emergency purposes), or a classroom teacher (for instructional purposes). In all other cases, cell phones and PDAs must be turned off during school hours.

Communication: Instant Messaging, E-mail, Posting, Blogs -

Inappropriate communication is prohibited in any public messages, private messages, and material posted online. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Users may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy classmates or others in their community. This is unacceptable behavior known as cyber bullying and will not be tolerated. Any cyber bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school is subject to disciplinary action.

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Intellectual Property, Academy Honesty, Personal Integrity And Plagiarism -

Do not claim or imply that someone else's work, image, text, music, or video is your own. This is plagiarism and will not be tolerated. Plagiarism is also when you incorporate a piece of someone else's work into your own without giving them appropriate credit. All users are expected to maintain academic honesty. Do not pretend to be someone else online or use someone else's identity without express permission from that person and/or his/her parent/guardian if s/he is a minor. Do not use, post, or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than yourself. This includes intellectual property that you were given permission to use personally, but not publically. This behavior violates school policy as well as state and federal laws.

A work or item is copyrighted when, among other issues, one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is when you violate copyright law and use or reproduce something without the authority to do so. Make sure to appropriately cite all materials used in your work. Utilize the work of others according to fair use guidelines, by applying the appropriate licensing agreement, or with permission, granted in writing. Keep in mind that fair use in education often does not cover materials that are republished on the web.

Downloads And File Sharing -

Users may never download, add, or install new programs, software, or hardware onto school-owned computers without permission from the technology department. Downloading sound and video files onto school-owned computers, except for educational purposes, is also prohibited. This prohibition applies even if the download is saved to a removable hard drive. Users also may not download any computer game files or attachments from unknown senders.

Users may never configure their school computer or personally owned computer to engage in illegal file sharing. Donegal School District will cooperate fully with the appropriate authorities should illegal behavior be conducted by users.

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Commercial Use -

Commercial use of school technology is prohibited. Users may not use school technology to sell or barter any products or services. Users may not resell their network resources to others, included, but not limited to, disk storage space. The school is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology. Users who are engaged in fund-raising campaigns for school-sponsored events and causes must seek permission from their advisor before using technology resources to solicit funds for their event.

Respect For The Privacy Of Others And Personal Safety -

Donegal School District is a community and as such, community members must respect the privacy of others. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not re-post information that was sent to you privately without the permission of the person who sent you the information. Do not post private information about another person. Using another person's account is prohibited. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.

Students - Do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.

Computer Settings And Computer Labs -

Users are only permitted to alter, change, modify, repair, or reconfigure settings on school-owned computers with the express prior permission of the Technology Department. For students, this includes deleting cookies and history and re-setting the time and/or date on the computer.

Users may not circumvent any system security measures. The use of web sites to circumvent firewalls and filtering software is expressly prohibited. The use of web sites to hide the identity of the user are also prohibited. The use of web sites, both domestic and international, to circumvent any school policy is prohibited. Users may not alter the settings on a computer in such a way that the virus protection software would be disabled. Users are not to try to guess passwords. Users are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority. Students may not simultaneously log in to more than one (1) computer with one (1) account.

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No policy can detail all possible examples of unacceptable behavior related to technology use. Donegal School District technology users are expected to understand that the same rules, guidelines, and policies that apply to nontechnology related student behavior also apply to technology-related student behavior. Our school technology users are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which you are unsure, ask a librarian or a member of the Technology Department for assistance.

Response Section

The administrators of the Donegal School District shall have broad authority to interpret and apply these policies. Violators of our technology policies will be provided with notice and opportunity to be heard in the manner set forth in the school handbook. The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data, without notice to the student, if it is deemed that a threat exists to the integrity of the school network or other safety concern of the school. Violations may also be subject to discipline of other kinds within the school's discretion. Our school cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally-owned technological devices that are in violation or used in violation of school policies.

School Liability

Donegal School District cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for user's exposure to "unacceptable" information nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

General Safety And Security Tips For The Use Of Technology

Posting Online And Social Networking -

Never post personal information about yourself online. Personal information includes your phone number, address, full name, siblings' names, and parents'/guardians' names. When creating an account on a social networking web site, make sure to set your privacy settings so only your friends can view your pictures and your profile. Avoid accepting a friend you do not already know. If possible, set up your account so that you are notified of any postings onto your wall or page; you have to approve all postings to your wall or page; and you are notified when someone else has posted and tagged you in a picture. If you have a public profile, be careful about posting anything identifiable such as a sports team number or local park where you spend your free time.

Communications -

Think before you send all forms of communication, including e-mails, IM's, and text messages. Once you send the data it is not retrievable, and those who receive it may make it public or send it along to others, despite your intentions.

Strangers -

Ignore instant messages or e-mails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate, and prosecute cyber stalkers and cyber bullies. If you have been speaking with a stranger online and make plans to meet the stranger in person, notify your parents/guardians first.

Passwords -

Do not share your passwords. When creating a password, do not choose something obvious such as your pet's name or favorite sports team. Also, include both letters and numbers in your password whenever possible.

Downloads And Attachments -

Do not open or run files on your computer from unknown or suspicious senders and sources. Many viruses and other undesirable consequences can result from opening these items.

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Stay Current -

Do protect your own computer and devices by keeping antivirus and antispyware up to date. Keep your operating system and application software up to date. Turn off file sharing as an option on your computer.

E-mail Disclaimer

Suggested E-mail Disclaimer Language -

CONFIDENTIALITY NOTICE: This e-mail, including any attached files, may contain privileged information, intended for the personal and confidential use of the recipient(s) named above. If you are not an intended recipient, please note that you are not permitted to review, print, copy, distribute, disclose, or otherwise use any information contained in this communication. If you have received this communication in error, please promptly notify the sender by e-mail and destroy the original communication, including any related paper copies.

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