

# CANON-MCMILLAN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET

ADOPTED: May 21, 2007

REVISED:

	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET</p> <p>At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students and staff members. Our goal in providing this service to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan’s networks:</p> <ol style="list-style-type: none"> <li>1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District.</li> <li>2. Public domain software and graphics of all types for school use.</li> <li>3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students.</li> <li>4. Access to thousands of web sites via a direct connection to the Internet.</li> <li>5. Discovery Education’s United Streaming Multimedia Library access.</li> <li>6. Power Library.</li> <li>7. Net Trekker.</li> <li>8. Various productivity and multimedia applications.</li> </ol> <p>1. Purpose</p> <p>2. Authority</p> <p>In making decisions regarding student access to the Internet, the district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students and staff to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.</p>
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<p>24 P.S. Sec. 4601 et seq</p> <p>3. Definitions</p>	<p>As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.</p> <p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. 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 district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log network use and to monitor filespace utilization by district users, while respecting the privacy rights of both district users and outside users.</p> <p>Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.</p> <p>The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p> <p>The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.</p> <p><b>Internet</b> - a massive electronic library connected to databases around the world through the use of a computer.</p> <p><b>E-Mail</b> - the sending and receiving of messages through the use of a computer account and password.</p> <p><b>Networked Computer</b> - any computer system that is connected to a data network.</p>
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<p>5. Guidelines</p>	<p>The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.</p> <p>Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all e-mail/Internet usage at any time.</p> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</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, the following uses are prohibited:</p> <ol style="list-style-type: none"><li>1. Facilitating illegal activity.</li><li>2. Commercial or for-profit purposes.</li><li>3. Non-work or nonschool-related work.</li><li>4. Product advertisement or political lobbying.</li><li>5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li><li>6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li><li>7. Access to obscene or pornographic material or child pornography.</li><li>8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.</li></ol>
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9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.
19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.
21. Posting false or defamatory information.
22. Attempts to disrupt access.
23. Overriding desktop security software and changing system settings.
24. Other as defined by the district.

<p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p><u>Security</u></p> <p>System security is protected through the use of 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:</p> <ol style="list-style-type: none"><li>1. Employees and students shall not reveal their passwords to another individual.</li><li>2. Users are not to use a computer that has been logged in under another student's or employee's name.</li><li>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.</li></ol> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.</p> <p>Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p>
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<p>47 U.S.C. Sec. 254</p>	<p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"><li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li><li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li><li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li><li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li><li>5. Restriction of minors' access to materials harmful to them.</li></ol> <p>References:</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq</p> <p>Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777</p> <p>Internet Safety – 47 U.S.C. Sec. 254</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Board Policy – 814</p>
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