

Book	Policy Manual
Section	200 Pupils
Title	Student Acceptable Use of Computer Network/Internet
Number	238
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### **Purpose**

The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Muncy School District by providing unique resources and the opportunity for collaborative work.

Network facilities shall be used to support the district's curriculum and enhance communications and research capabilities for students, teachers, administrators, and support staff.

### **Definitions**

**Network** is defined as any and all electronic and non-electronic (cabling and related hardware) equipment used to create or to access data.

**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 Muncy Area School District.

**Electronic Information Sources** are those places that students go to receive information.

### **Authority**

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy of both district users and outside users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the school district. The system administrator has the right to access user accounts to uphold this policy and maintain the system. The district reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.[1][2][3][4]

The electronic information available to students does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet.

This district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network for any information that is retrieved via the Internet.

The use of network resources, including the Internet, is a privilege, not a right; inappropriate use will result in the cancellation of these privileges and/or appropriate disciplinary action. All student network users must complete and sign an acceptable use agreement that indicates that they understand and will abide by the provisions of this policy.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:[2][3][6]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, or harmful to minors, or determined inappropriate for use by minors, according to the provisions of this policy.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.
4. Student User Agreements shall also be signed by a parent/guardian.

### **Guidelines**

#### **Acceptable Use**

Acceptable use of the computer network must support education and academic research consistent with the mission and educational goals of the school district. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes.

The determination as to whether a use is appropriate lies solely within the discretion of the school district.

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and state and federal law. The use of the computer network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. Specific prohibited uses include, but are not limited to, the following:[4]

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-school related work.

4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material, including child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with the provisions of this policy.[7]
9. Use of inappropriate language or profanity on the network.
10. Use of the network to transmit material likely to be offensive or objectionable to recipients.
11. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.[8]
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Use of the network to disrupt the work of other users.
16. Destruction, modification, abuse or unauthorized access of network hardware, software, and files.
17. Quoting personal communications in a public forum without the original author's prior consent.
18. To harass, insult or attack others/cyberbullying.[9][10]

### Security

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 procedures shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Students are not to use a computer that has been logged in under another student's name.
3. Any student identified as a security risk or having a history of problems with other

computer systems may be denied access to the network.

### Safety

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

To the greatest extent possible, student users of the network will be protected from harassment of unwanted or unsolicited communication.

1. Any student who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
2. Students shall not reveal personal addresses or telephone numbers to other users on the network, including chat rooms, e-mail, Internet, etc.

To the extent possible, Internet safety measures shall address the following:[3]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.[6]
2. Safety and security of minors when using computer network resources.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

### Consequences for Inappropriate Use

Students shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[1]

Students may be disciplined for unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies for any willful act that causes physical, financial, or other harm, or otherwise disrupts information technology.

Failure to follow the procedures and prohibited uses listed in this policy may result in loss of network access. Other appropriate disciplinary action may also be instituted in accordance with school district policies as well as state and federal statutes, even if acts are committed away from school property and outside school hours.[11][12]

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

## Legal

- [1. 24 P.S. 4604](#)
- [2. 20 U.S.C. 6777](#)
- [3. 47 U.S.C. 254](#)
4. Pol. 815
- [6. 47 CFR 54.520](#)
7. Pol. 237
8. Pol. 814
- [9. 24 P.S. 1303.1-A](#)
10. Pol. 249
11. Pol. 218
12. Pol. 233
- [18 Pa. C.S.A. 5903](#)
- [18 Pa. C.S.A. 6312](#)
- [24 P.S. 4601 et seq](#)
- [17 U.S.C. 101 et seq](#)
- [18 U.S.C. 2256](#)
- Pol. 103
- Pol. 104
- Pol. 218.2
- Pol. 220
- Pol. 248
- Pol. 317
- Pol. 348
- Pol. 417
- Pol. 448
- Pol. 517
- Pol. 548

[238-Attach.pdf \(30 KB\)](#)

Last Modified by Mary Hamilton on March 30, 2015

**STUDENT ACCEPTABLE USE OF COMPUTER  
NETWORK/INTERNET AGREEMENT**

Please read carefully the Muncy School District Student Network/Internet Acceptable Use Policy (Policy No. 238).

I understand and will abide by the Network and Internet Use Rules. I further understand that violation of the regulations will not be acceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school disciplinary action and/or legal action may be taken.

Student Name (please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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As parent or guardian of this student, I understand that network access is designed for the purpose of improving instruction and learning and that the Muncy School District cannot restrict access to all controversial material. I will not hold the school district responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for an account to be issued in the name of the student named above and certify that the information in this agreement is correct.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_