No. 816

SECTION: OPERATIONS

Palmyra Area School District

TITLE: INTERNET

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	816. INTERNET, E-MAIL AND NETWORK ACCESS
1. Purpose	The Palmyra Area School District supports the use of the Internet and other technological resources in the district's instructional and operational programs in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.
	Internet access, electronic mail, technology, and the network are available to staff and students in the PASD for educational and instructional purposes. Access to and use of the district network, the Internet, email, and other technologies is a privilege, therefore this Responsible Use Policy establishes guidelines for all users including students, faculty, staff members, substitutes, and all visitors to campus (both adults and minors) including parents. Technology resources include but are not limited to Internet access, computers, computer networks, electronic data, portable electronic devices, electronic files, course management systems, e-mail or software owned, maintained or in possession of PASD.
	Technology is continually evolving and therefore the district reserves the right to change, update, and edit its technology policies at any time in order to protect the safety and well being of our students, staff, and community. To this end, the district may add additional rules, restrictions and guidelines at any time. By using district technology, users are bound to the terms, conditions, and regulations below and will be held accountable for non-compliance with this policy.
2. Authority	The district administration shall have the authority to determine policies and procedures for the use of personal computing/electronic devices. The use of personal computing/electronic devices on the PASD network is permitted only on specifically designed networks. When a student, parent/guardian or employee connects a personal computing/electronic device to a PASD operated network they are agreeing to the requirements contained in this policy and should consider his/her personal device subject to the same levels of monitoring and access as any PASD technology device. The building administration shall have the authority to determine specific procedures of the use of personal computing/electronic devices.

The Palmyra Area School District has established that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in appropriate disciplinary action and may result in cancellation of those privileges. All students, administrators, and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the School District's Internet, E-mail and Network Access Agreement ("Agreement"), which is attached to this Policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians, which is attached to this policy as Appendix B. Students may not use the School District's computers for access to the Internet or for E-mail without the approval or supervision of a teacher or School District staff member. Students and staff have the responsibility to respect and protect the rights of every user in the district and on the Internet.

The School District will employ the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter may be disabled by the network administrator or faculty with appropriate access credentials at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.

The School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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

Users should expect that information stored on district servers or computers will not be private. The district reserves the right to monitor and log all network and server use. The 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. This logging, monitoring and review may be conducted without cause and without notice.

The PASD uses various third party web sites for instructional purposes. Many of these web sites (commonly referred to as Web 2.0 tools) collect limited amounts of personal data. While the district will make every effort to limit the amount of data disclosed, some items such as first name, last name, username, and password are required for use of these web sites. The district cannot make any guarantee that these web sites will protect the data submitted to them.

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

	damages, injuries, or claims resulting from violations of responsible use of technology.
3. Guidelines	Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, professional code of conduct, accepted use network etiquette, and federal and state law. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the School District. Students and staff bear the burden or responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in use.
	District groups involved in student support activities or fundraisers, with prior approval from the superintendent or designee, may post flyers temporarily on the "Support our Students" or similar section on the district website. Such postings shall comply with Policies 707 and 913.
	With respect to all users, the following are prohibited.
	Inappropriate or illegal purposes and activity.
	Use for commercial, private advertisement or for-profit purposes.
	Lobbying or political purposes.
	Infiltrating or interfering with a computer system and/or damaging the data, files, operations, software, or hardware components of a computer or system.
	Hate mail, harassment, discriminatory remarks, threatening statements and other inflammatory communication.
	Bullying and cyber bullying.
	The unauthorized or illegal installation, distribution, reproduction or use of copyrighted software.
	Accessing, viewing, or obtaining material that is obscene, pornographic or child pornography or is deemed harmful and inappropriate for minors.
	Transmitting material likely to be offensive or objectionable to recipients.
	Impersonation of another user or anonymity. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
	Intentional obtaining or modifying of e-mail, files, passwords, and data belonging to other users.
	Loading or using unauthorized games, programs, files, music or other

	electronic media.
	Disrupting the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
	Attempting to circumvent any security system or filter employed by the district, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the district network or
	Internet to circumvent any school policy.
	Uploading, creating or attempting to create a computer virus.
	The unauthorized disclosure, use or dissemination of personal information regarding minors.
	Inappropriate language and profanity.
	Unauthorized access to the district wireless network.
	Fraudulent copying, communications, or modification or materials in violation of copyright laws.
	Plagiarism and piracy.
	Posting of someone else's intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.
4. Security	Security on any computer system is a high priority especially when the system involves many users. Each user is required to report any security problems to a teacher, administrator, or to Technology Services. The problem is not to be demonstrated to other users.
	Employees and students shall not reveal their passwords to another individual.
5. Consequences of Inappropriate Use	All users shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts.
	In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of network privileges. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, and theft of services may be reported to the appropriate legal authorities for possible prosecution.
	The district 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 and faculty have the right to confiscate personally owned technological devices that are in violation or are suspected to be in violation of classroom, school, or district policies.

	The use of the Internet and other computer networks is a privilege, not a right. PASD administrative staff, along with Technology Services, will deem what is appropriate and inappropriate use and their decision is final.
	Loss of access and other disciplinary actions shall be consequences for inappropriate use.
6. Safety	The Palmyra Area School District adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act (CIPA). Any district computer utilized by students and staff shall be equipped with Internet blocking/filtering software. The district cannot monitor every activity, but retains the right to monitor activities that utilize technology on the district network. By filtering Internet access, we intend to block offensive, obscene, and inappropriate content, including pornography. The filter may not be disabled for use by students or other minors for any reason.
7. Disclaimer	The School District makes no warranties of any kind, whether express or implied, for the service it is providing. The School District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the School District's computers is at the user's risk. The School District disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.