

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS
 TITLE: ACCEPTABLE USE AND INTERNET SAFETY POLICY
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815. ACCEPTABLE USE AND INTERNET SAFETY POLICY	
1. Purpose	The Joint Operating Committee supports use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications and access to information, research and collaboration.
2. Authority	<p>Staff and students who claim that this policy is denying them access to material that is not within the prohibitions of this policy, shall direct their claim in writing, to the Career and Technical Director of the school, who shall review the matter with the Technology Committee and respond to the claimant in a timely manner.</p> <p>The Career and Technical Education Director shall have the authority to determine what is appropriate and inappropriate use of the school's network and Internet.</p> <p>The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received on the Internet. The school 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 school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The school reserves the right to log, monitor, inspect, copy, review and store, at any time, and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.</p> <p>The Joint committee establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p>
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	
3. Delegation of Responsibility	The school shall make every effort to ensure that this educational resource is used responsibly by students and staff.

<p>4. Guidelines</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>Pol. 103,104, 248, 249, 348, 448, 548</p> <p>Pol. 814</p> <p>17 U.S.C. Sec. 101 et Seq.</p>	<p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate amount information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Administrators, teachers and staff have the responsibility of educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the school and on the Internet.</p> <p>Network accounts shall be provided by the Network Administrator or his or her designee. Any such account shall be used only by the authorized owner of the account for its authorized purpose. A. W. Beattie Career Center will make reasonable efforts to keep the activities of network users private; however no communications or any information made accessed via the network should be assumed to be private and all users of the system should be aware that they have no expectation of privacy with respect to any aspect of their use of the network property. Network users, however, 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 Joint Operating Committee policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> a. To facilitate illegal activity b. Commercial or for-profit purposes c. Non-work or non-school related work d. Product advertisement or political lobbying e. Hate mail, discriminatory remarks, and offensive or inflammatory communication f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including, without limitation, the unlicensed use, downloading or acquisition of copyrighted software or media files g. To access obscene or pornographic material h. inappropriate language or profanity i. To transmit material likely to be offensive or objectionable to recipients j. Intentionally obtain or modify files, passwords, and data belonging to other users or to attempt to obtain unauthorized access to the network account or other personal folder or account of another k. Impersonation of another user, anonymity, and pseudonyms l. Copying, communications, or modification of any materials in violation of copyright laws
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<p>5. Security and Safety</p> <p>47 U.S.C. Sec. 254</p>	<ul style="list-style-type: none"> m. Loading or use of unauthorized games, programs, files or there electronic media, including, without limitation spyware, key loggers and adware. n. To disrupt the work of other users or to intentionally delete or damage the files or data of another user, including, without limitation, the creation of viruses o. Destroying, modifying, or abusing network hardware and software p. Quoting personal communications in a public forum without the original author's prior consent <p>System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in undesired and unauthorized access to personal or school files such as:</p> <p>To protect the integrity of the system, the following guidelines shall be followed:</p> <ul style="list-style-type: none"> a. Employees and students shall not reveal their passwords to another individual. b. Users are not to use a computer that has been logged in under another student's or employee's name. c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network to the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall bring them to the attention of a teacher or administrator immediately. d. <u>General Warning; Individual Responsibility of Parents and Users</u> All users and their parents/guardians are advised that access to the electronic network may include and potential for access to materials inappropriate for school-aged pupils. The A. W. Beattie Career Center does use an internet filtering package. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or employee finds that other users are visiting offensive or harmful sites, he or she should report such use to the network administrator. e. <u>Personal Safety</u> Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet. If someone attempts to arrange a meeting with you as a result of an Internet contact you must report the communication, immediately, to your teacher or administrator.
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<p>6. Privacy</p> <p>7. Failure to follow Policy</p> <p>8. Copyright Pol. 814</p> <p>9. Updates</p>	<p>f. <u>"Hacking" and Other Illegal Activities</u> It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such authorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.</p> <p>Network and Internet access is provided as a tool for education. A. W. Beattie Career Center reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.</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 set forth in Paragraph 4. 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>Any violation of this policy or other complaints or communications should be addressed to the Network administrator, who will report the violation or complaint to the Director for disciplinary or remedial action.</p> <p>The unlicensed downloading, uploading and/or copying of any content without permission or the legal right to do so (for example, under fair use standards) is prohibited because such is a violation of copyright law. Staff members or students should direct any questions to the Director or his or her designee.</p> <p>Users, and if appropriate, the user's parents/guardian, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian), and such new policy must be signed if the user</p>
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wishes to continue to receive service. If after you have provided your account information, person some or all of the information changes, you must notify the person designated by the school to receive such information.

References:

State Board of Education Regulations - 22 PA Code Sec. 403.1

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

U.S. Copyright Law - 17 U.S.C. Sec. 101 et seq.

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

Internet Safety - 47 U.S.C. Sec. 254

Board Policy - 103, 104, 248, 348, 448, 548, 814