

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 816

Section OPERATIONS

Title ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

Adopted JUNE 21, 2022

Last Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 262 AND 862.</b></p> <p><b><u>Purpose</u></b></p> <p>The Board supports use of computers/electronic devices, internet and other network resources in the District’s instructional programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>The District provides students, staff and other authorized individuals with access to the District’s computers/electronic devices, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network resources shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p>	
<p><b>Section 2</b></p>	<p><b><u>Definitions</u></b></p> <p>The term <b>child pornography</b> is defined under both federal and state law.</p>	



<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b>  <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p><b>Harmful to minors</b> – under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> <li>1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;</li> <li>2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.</li> </ol>	<p>18 Pa. C.S.A. 5903</p>
	<p><b>Obscene</b> - any material or performance, if:</p> <ol style="list-style-type: none"> <li>1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;</li> <li>2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and</li> <li>3. The subject matter, taken as a whole, lacks serious literacy, artistic, political, education or scientific value.</li> </ol>	<p>18 Pa. C.S.A. 5903</p>
	<p><b>Technology protection measure</b> – a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p>	<p>47 U.S.C. 254</p>
	<p><b><u>Authority</u></b></p> <p>The availability of access to electronic information 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 style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>The District shall not be responsible for any unauthorized charges or fees resulting from access to the internet or other network resources.</p> <p>The Board declares that computer/electronic device and network use is a privilege, not a right. The District’s computers/electronic devices and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the District’s internet, computers/electronic devices or network resources, including personal files. The District reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the District’s internet, computers/electronic devices and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p> <p>The District reserves the right to restrict access to any internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the District operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers/electronic devices used and accessible to adults and students.</p> <p>Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of internet blocking/filtering software to enable access to material that is blocked through technology protection measures, but is not prohibited by this policy.</p> <p>Upon request by students or staff, building administrators may authorize the temporary disabling of internet blocking/filtering software to enable access for bona fide research or for other</p>	<p>Pol. 218, 233, 817</p> <p>SC 4604 20 U.S.C. 6777 47 U.S.C. 254</p> <p>SC 4604</p> <p>SC 4610 20 U.S.C. 6777</p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>lawful purposes. Written permission from the person in parental relation is required prior to disabling of internet blocking/filtering software. If a request for temporary disabling of internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The District shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>The District shall inform staff, students, person(s) in parental; relation and other users about this policy through employee and student handbooks, posting on the District website, and by other appropriate methods. A copy of this policy shall be provided to person in parental relation upon written request.</p> <p>Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy. The District uses systems to monitor and detect inappropriate use and systems to track and recover lost or stolen equipment.</p> <p>Student user agreements shall also be signed by a person in parental relation.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among 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>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the District and on the internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p>	<p>SC 4604</p>
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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 816</b> <b>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b></p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing technology protection measures that block or filter internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol> <p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> <li>1. Interaction with other individuals on social networking apps and websites.</li> <li>2. Cyberbullying awareness and response.</li> </ol> <p><b><u>Guidelines</u></b></p> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p> <p><b><u>Safety</u></b></p> <p>It is the District’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal</p>	<p>20 U.S.C. 6777 47 U.S.C. 254 47 CFR 54.520</p> <p>47 U.S.C. 254</p> <p>SC 1303.1-A Pol. 256</p>
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information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the internet.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
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 minors’ access to material harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, acceptable rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

47 U.S.C. 254  
47 CFR 54.520

SC 1303.1-A  
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7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers, or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Pol. 237

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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, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
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.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

17 U.S.C. 101 et  
seq  
Pol. 814

District Website

The District shall establish and maintain a website and shall develop and modify its web pages to present information about the District under the direction of the Superintendent or designee. All users publishing content on the District website shall comply with this and other applicable district policies.

Users shall not copy or download information from the District website and disseminate such information on unauthorized web pages without proper reference to the source information. Altering and disseminating altered information from the District website is strictly prohibited.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

SC 4604

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **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. This definition shall also include instances where a user facilitates another in the act of vandalism.

Failure to comply with this policy or inappropriate use of district internet, district network or computers/electronic devices shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Pol 218, 233, 817

References:

School Code – 24 P.S. Sec. 1303.1-A, 4604, 4610

Internet Safety – 20 U.S.C. Sec. 6777

Universal Service – 47 U.S.C. Sec. 254

Children's Internet Protection Act – 47 CFR 54.520

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Title 18 Crimes and Offenses – 18 Pa. C.S.A. Sec. 5903, 6312

Copyrights – 17 U.S.C. Sec. 101 et seq

Board Policy – Pol. 218, 233, 237, 256, 814, 817