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<th>1. Purpose</th>
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| **POLICY NO. 262**
**INTERNET/E-MAIL USE BY STUDENTS**

The technology and telecommunication resources available in the District represent a large capital investment by our communities. The Board intends that access to the Internet, E-Mail and to the School District's network system, be made available to students for legitimate and lawful educational purposes; the Board considers the Internet to be like a "digital" library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects students to act as the School District's ambassador when accessing the Internet as they do when traveling on field trips.

To this end the Board establishes *Responsible Use Guidelines* to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.

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
The following Responsible Use Guidelines (RUGs) apply to all students when they access any Keystone Oaks School District computer, network or internet connection using any computer equipment and/or communications services owned or leased by the District.

2. Authority

The Board delegates to the Superintendent authority to implement these Responsible Use Guidelines through the Administration and staff.

3. Guidelines

1. Cooperation

It is understood that cooperation is critical in the use of the Internet/District network at the Keystone Oaks School District. It is the goal of the use of the Internet/District network to prepare students to become technologically literate in an increasingly technological world. It is understood that a student's independent use of the Internet/School District's network may be necessary to attain such a goal, subject to procedures and standards for appropriate network behavior and communication.

2. Discipline

Violations of these Responsible Use Guidelines will result in appropriate student discipline, in accordance with the School District's Student Discipline Policy and Student Code of Conduct.

This may include, but not be limited to, loss of the privilege to access the Internet/School District
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network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.

3. Access

Only those students who receive training, receive teacher permission, and are subject to teacher/faculty supervision, are authorized to use the Internet/network at the School District.

4. Copyright

Transferring copyrighted and/or licensed materials to or from the Internet or District network without the express consent of the owner of the copyright/license is a violation of federal law and is expressly prohibited.

5. Use is a Privilege - User Accountability

It is understood that the use of the Internet/District network is a privilege. The equipment, hardware, software or communications services allowing access to the Internet/District Network are the property of and/or under the possession and control of the School District. Use shall be reserved to those students who utilize materials that are of "educational value" to the programs of the Keystone Oaks School District. For the purposes of these Guidelines, "educational value" shall mean those areas of Internet/network access that have a direct impact on the student educational program at the School District. The use of the Internet/District network for E-Mail to be remitted to friends, chatting, reading jokes, searching MTV, searching sport sites, farming out information on games, or other actions that are not
directly related to the school's curricula are not deemed to be of "educational value" and will not be permitted.

6. Other Prohibited Uses

The use of the system for sending or receiving defamatory, inaccurate, obscene, profane, sexually oriented or threatening material, or abusive or racially, ethnically or religiously offensive material which materially disrupts or is reasonably expected to materially disrupt class work or the educational process, invades the rights of others, and/or is lewd or vulgar, or other illegal material shall also not be permitted, and the Keystone Oaks School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the system.

In accordance with the Pennsylvania Child Internet Protection Act, use of any computer equipment and/or communications services owned or leased by the Keystone Oaks School District for sending, receiving, viewing or downloading visual depictions of obscenity, child pornography or material that is harmful to minors, as those terms are defined in the Act (24 P.S. § 463) is prohibited. In order to implement and enforce these prohibited uses, the Keystone Oaks School District shall use M86-filtering software to block access to any visual depictions prohibited under the Child Internet Protection Act.

7. Faculty Role with respect to Student Use

Members of the School District's faculty shall use their best judgment and discretion in authorizing student access and monitoring student use of the Internet/School District network.
8. Reporting Inappropriate Behavior

Each student user shall be responsible for reporting all such knowledge of prohibited uses or entry of prohibited materials in the School District's system immediately to the Building Principal. Only those uses of the School District's system which are of educational value are permitted.

9. Potential Student Liability

All students using the Internet/School District network are charged with recognizing that E-Mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on other employees, students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.

10. Compliance with Relevant Laws

No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, and/or other applicable statutes, shall be disseminated through the network.

11. Protection of Confidentiality

All users of the Internet/School District network must comply with applicable federal and state laws prohibiting the unauthorized interceptions or disclosure of E-Mail messages by third parties. These laws do permit interception or disclosure of
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E-Mail messages if either the sender or receiver of the message consents. The School District reserves the right to monitor a student's E-Mail messages, as long as the interception devise is included in the E-Mail equipment.

12. No Privacy Rights

Students who use the Internet/School District network are charged with recognizing that the District Administration does have the authority to intercept E-Mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the Internet/School District network are discouraged from storing extensive E-Mail messages; in fact, messages which are no longer useful or necessary should be eliminated daily.

13. System Security

Student users shall not allow any other person to use their password or to share their account. It is the user's responsibility to protect E-Mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.

14. Unauthorized Access Prohibited

Any attempt to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempt to harm the system or infect it with a virus is forbidden.
15. **Commercial Use**

Use of the Internet/School District network for solicitation, commercial gain, gambling, or profit is not allowed.

16. **Equipment Tampering Prohibited**

Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network.

17. **Future Rules**

Additional rules and restrictions may be added if the need arises. Students are similarly responsible for reading and following these rules.

18. **Equity of Use**

Student time restrictions on use of the Internet/School District network may be imposed by the faculty to ensure equity of use of District equipment, and/or avoid interference with the delivery of the District's educational program to students during the student day.

19. **Reduction of Cost**

From time to time, the District may encourage students to use certain other informational sources in order to minimize costs.

20. **Monitoring for Educational Use**

The District administration reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed and Internet sites visited, to determine
whether the student is using the system for an appropriate educational purpose.

4. Dissemination

Student handbooks will contain a copy of these rules. They will also be posted in each library.

A copy of these guidelines shall be provided to any parent or guardian of students in the Keystone Oaks School District upon written request to the Building Principal.