1. Purpose

This Policy supersedes Policies 362, 462, and 562.

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 employees for legitimate and lawful educational purposes; the Board considers the Internet to be like a "digital" library where employees are expected to be responsible and accountable for their actions in accessing resources and sharing them with students and other employees just as they are in a traditional library; and expects employees to act as the school’s ambassador when accessing the Internet as they do when physically traveling outside the School District for school district purposes.

The Board supports use of computers, Internet and other computer networks resources in the District’s instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.
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To this end the Board establishes **Responsible Use Guidelines** to ensure proper and ethical use; to provide consistent, responsible access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon employees that inappropriate use may result in a serious penalty.

The following **Responsible Use Guidelines (RUGs)** apply to all employees when they access any Keystone Oaks School District network or Internet connection using any computer equipment and/or communications services owned or leased by the District. Prior to accessing the Internet/School District network at the School District, each employee must sign the attached acknowledgment form, acknowledging that he/she is aware of these **Responsible Use Guidelines** and agrees to comply with the same. The original executed Acknowledgment Form shall be maintained in the employee’s personnel file.

### 2. Authority

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

**Responsible Use Guidelines (RUGs)**

### 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 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.
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2. Discipline

Violations of these Responsible Use Guidelines will result in appropriate discipline. This may include, but not be limited to, loss of the privilege to access the Internet/School District network for a definite period or permanently, suspension, dismissal and/or criminal or legal proceedings if a law has been violated.

3. Access

Only those employees who receive training through the District, or demonstrate to the satisfaction of their immediate supervisor or designee that they are appropriately trained/knowledgeable concerning use of the system, shall be authorized to use the Internet/School District’s network.

4. Copyright

Transferring copyrighted and/or licensed materials to or from the Internet or Keystone Oaks School 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 of the network shall be reserved to those employees who utilize the materials that are of “educational value” to the programs of the Keystone Oaks School District or
directly related to the operation of the schools or School District business related to performance of that employee’s duties. 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 Keystone Oaks School District. The use of the Internet/School District network for E-Mail to be remitted to friends, chatting, reading jokes, 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 is not of educational value, not a matter of public concern, and/or which causes or could reasonably cause disruption to the effective operation of the School District, or other illegal material shall also be prohibited 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 specific technology software to block access to any visual depictions prohibited under the Child Internet Protection Act.

7. Review of Prohibited Uses

The Board is aware that due to the vastness of information on the Internet, situations may occur when these Responsible Use Guidelines or the blocking software or devices may prohibit access to material being sought for legitimate research of “educational value,” directly related to a curricular project or for legitimate performance related to one’s job operation within the District. If an administrative employee reasonably believes that this policy is denying him access to material that is not within the prohibition of these Responsible Use Guidelines, he/she may set forth in writing to the immediate supervisor:

1. The information the employee is seeking to retrieve or send, and, if applicable, the Internet site he wishes to access; and

2. The reason for obtaining or sending that information.

The immediate supervisor, after consulting with the Superintendent, or his/her designee, shall inform the employee, based upon interpretation of this policy, of his/her decision to allow or deny access within five days of receipt of the written request. This decision shall be final.

If the immediate supervisor agrees that access should be permitted for legitimate bonafide research of “educational value,” or other lawful purpose in order to successfully perform one’s duties within the District, and the information
sought is inaccessible due to the blocking software/devices, then the immediate supervisor may have the blocking software or device disabled temporarily to allow access ONLY TO THAT EMPLOYEE.

8. **Reporting Inappropriate Behavior**

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

9. **Potential Liability**

All employees 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
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laws prohibiting the unauthorized interceptions or disclosure of E-Mail messages by third parties. They also regulate the propriety of certain material transmitted on the Internet. These laws do permit interception or disclosure of E-Mail messages if either the sender or receiver of the message consents. The School District reserves the right to monitor an employee’s E-Mail messages, as long as the interception device is included in the E-Mail equipment.

12. **No Privacy Rights**

Employees 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**

Employees 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.
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15. Commercial Use

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

16. Equipment Tampering Prohibited

Employees may not move, repair, reconfigure, modify, or attach external devices to the computer/network, unless they do so in compliance with School District Policy #714.

17. Future Rules

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

18. Equity of Use

Time restrictions on use of the Internet/School District network may be imposed by the Superintendent and/or his designees 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 employees to use certain other informational sources in order to minimize costs.

20. Monitoring for Educational Use

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

4. Dissemination

Employee handbooks will contain a copy of these rules and the attached consent forms. They will also be posted in each library.

Additional copies of the attached acknowledgment form shall be available through the office of each Building Principal.
EMPLOYEE USE OF INTERNET/SCHOOL DISTRICT NETWORK

ACKNOWLEDGMENT FORM

I, _________________________________, an employee of the Keystone Oaks School District, hereby acknowledge that I have read and am familiar with the Responsible Use Guidelines established by the School District for an employee’s use of the Internet/District network at the School District, and agree to comply with said Responsible Use Guidelines. I recognize and agree that the executed original of this Acknowledgment Form shall be maintained in my personnel file within the Keystone Oaks School District.

Date

______________________________________________

Signature

______________________________________________

Printed Name

______________________________________________