

### I. Purpose

Internet access, and network resources are available to teachers, administrators, and students in the Southern Worcester County Regional School District solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the Internet, e-mail (staff only) and district network is a privilege.

With Internet access comes the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and the district cannot ensure that students who use the network or Internet resources will be prevented from accessing inappropriate materials. The district believes, however, that the availability and value of the Internet far outweigh the possibility that users may procure inappropriate or offensive material.

### II. Authority

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage.

Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. An e-mail archiving system is utilized in the district.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254)

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. Students may not use the 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.

The district makes no warranties of any kind, whether express or implied, for the service it is providing. The 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 district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Subscriptions to listservers must be preapproved by the district. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

### III. Guidelines

#### General Prohibitions

Use of the Internet, e-mail, and network must be in support of the educational mission and instructional program of the district. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement, or for-profit purposes.
4. Use for lobbying or political purposes.
5. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
6. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
7. The illegal installation, distribution, reproduction or use of copyrighted material and software.
8. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
9. Use to transmit material likely to be offensive or objectionable to recipients.
10. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user account or password.
13. Loading or use of unauthorized games, programs, files, music or other electronic media.
14. Use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified or abused in any way.
15. Use to upload, create or attempt to create a computer virus.
16. The unauthorized disclosure, use or dissemination of personal information regarding minors.
17. Bullying/Cyberbullying.
18. Use which involves any copyright violation.
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive e-mail.
22. Use while access privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Use inconsistent with network etiquette and other generally accepted etiquette.

#### Student Prohibitions

Student users and any other minors shall not:

1. Use the system to access inappropriate or obscene materials or materials that may be harmful to minors.
2. Disclose, use or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

### **Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General district rules and Board policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be copyright protected.
7. Do not order any materials or use credit cards while using the district network.
8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

### **Security**

Security on any network system is a high priority especially when the system involves many users. Each user is required to report any security problems to the system administrator. The problem is not to be demonstrated to other users.

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, the following 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.

### **Consequences of Inappropriate Use**

The user, whether a student or employee, 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 access to the network, Internet and e-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The district reserves the right to remove a user from the network to prevent unauthorized or illegal activity.

The use of the Internet and e-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

(20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254)

#### **IV. Delegation of Responsibility**

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:

1. Utilizing a technology protection measure that blocks or filters 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.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Internet safety measures shall effectively address the following: (47 U.S.C. Sec. 254)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
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 materials harmful to them.

#### **References:**

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.  
Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777  
Internet Safety – 47 U.S.C. Sec. 254

### I. PURPOSE

The School District has established a district-wide web site. The School District maintains these web resource pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

### II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web page content related to their class projects or courses on the school's web site with the direction from the Webmaster. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may link course content they create with an independent LMS associated with their teaching area to district web pages for the purposes of a unified class environment. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

### IV. SAFETY PRECAUTIONS

#### A. In general

Identifying information about students, regarding personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate only with the written consent of the student's parent or guardian.

#### B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.

#### C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

## INTERNET PUBLICATION

### D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

Adopted: FEBRUARY 2016

**Digital Use Policy Release Form**

Students and Staff:

I understand and will abide by the Digital Use Policy for Students, Staff, and Community. I further understand that any violation of the terms and conditions above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action will be taken as warranted.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Student/Staff I.D. No. \_\_\_\_\_

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Parent Computer Network Policy Agreement and Permission Form

As the parent or guardian of \_\_\_\_\_,  
I have read the "Computer Network Policy for Students" in the student handbook. I understand that this access is designed for educational purposes. The Southern Worcester County Vocational School District has taken precautions to eliminate controversial material; however, I also recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Additionally, I agree that if my child should commit any violation, her/his access privileges should be revoked, school disciplinary action should be taken, and/or appropriate legal action, as warranted.

Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

I am 18 years of age or older and I give my consent without reservations to the foregoing on my own behalf.

NO, I do not give permission for my child, \_\_\_\_\_ to use the Internet at Bay Path Regional Vocational High School.

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

## Photo/Video/Web Site Release Form

Dear Parent/Guardian:

On occasion, Bay Path teachers or school organizations wish to photograph, videotape, and/or interview students in connection with school programs or events. Educating the public is one of our objectives. The entire community benefits from knowing about the needs and abilities of our students and about the programs we offer to children and families.

In order to release student photos, video footage, comments and/or post on the school Website, we need written permission. To give your consent, please complete the form below.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ give permission for my child to be photographed, videotaped, and/or interviewed by representatives from Bay Path RVTHS for the purpose of publicizing educational programs. I authorize the use and reproduction by Bay Path RVTHS or anyone authorized by the school district of any and all photographs and/or videotapes taken of my child, without compensation to me/my child. All of these photographs/video recordings shall be the property, solely and completely, of the Bay Path School District. I waive any right to inspect or approve the finished photographs/videotapes, and the sound track, script or printed matter that may be used in conjunction with them.

Parent / Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

I am 18 years of age or older and I give my consent without reservations to the foregoing on my own behalf.

NO, I do not give permission for my child, \_\_\_\_\_ image to be used in any publication, digital, print or otherwise at Bay Path Regional Vocational High School.

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_