

**PENNCREST SCHOOL DISTRICT
ACCEPTABLE USE POLICY
(Grades 4-12)**

PENNCREST School District is now offering Internet access for student use. This document is a summary of Acceptable Use Policy (AUP) for your use of the district Internet system. For the full text, refer to district Policy 815, Computer/Network.

A. Educational Purpose

1. The PENNCREST School District Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The PENNCREST School District Internet system has not been established as a public access service or a public forum. PENNCREST School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in Student Rights and Responsibilities Policy (SRRP) and the law in your use of the PENNCREST School District Internet system.
3. You may not use the PENNCREST School District Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the PENNCREST School District Internet system.
4. You may not use the PENNCREST School District Internet system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Elementary students K-6 will have e-mail and Internet access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
3. Secondary students 7-12 may obtain an individual e-mail account with the approval of their parent.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the PENNCREST School District Internet system. Your parent can withdraw their approval at any time.

C. Unacceptable Uses

The following uses of the PENNCREST School District Internet system are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, and the like.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the PENNCREST School District Internet system or to any other computer system through the PENNCREST School District Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the PENNCREST School District Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, and the like.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the

District virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption to the system.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to them, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than five hours per week.
- b. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- c. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota. Under no circumstances will you allow your e-mail to remain on the server.
- d. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development. Subscription may be made

only with the teacher's approval.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the PENNCREST School District Internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved in writing.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in the SRRP, applies also to your communication on the Internet. The PENNCREST School District Internet system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the PENNCREST School District Internet system may lead to discovery that the you have violated this Policy, the SRRP, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SRRP, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the PENNCREST School District Internet system.
- b. In the event there is a claim that you have violated this Policy or the SRRP in your use of the PENNCREST School District Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the SRRP.
- c. If the violation also involves a violation of other provisions of the SRRP, it will be handled in a manner described in the SRRP. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the PENNCREST School District Internet system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so.

Informational Copy

Student Account Agreement

Student Section

Student Name _____ Grade _____
School _____

I acknowledge receipt of a copy of the District Acceptable Use Policy. I have retained a copy of the Policy. I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I acknowledge receipt of a copy of the District Acceptable Use Policy. I have retained a copy of the Policy. I have read the District Acceptable Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any personal restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

This space reserved for System Administrator

Assigned User Name: _____

Assigned Temporary Password: _____

Employee Account Agreement

Name _____
Position _____
School or Department _____

I acknowledge receipt of a copy of the District Acceptable Use Policy. I have retained a copy of the Policy. I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accord with the collective bargaining agreement.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____

Informational Copy