



# Governor Mifflin School District

Acceptable Usage Policy  
Version 2.0 of Policy 815  
May, 2006

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

## ACCEPTABLE USE POLICY OF DIGITAL TECHNOLOGY

### 1. Purpose

The Governor Mifflin School District ("GMSD") makes various forms of DIGITAL TECHNOLOGY available to its students for educational purposes and to certain of its employees to advance the education of students or to advance the legitimate business of the GMSD. GMSD makes DIGITAL TECHNOLOGY available to its students and to certain of its employees for these exclusive purposes.

### 2. Definitions

The following terms, when set forth in this policy in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

- a. "COMPUTER(S)" shall mean desk tops, laptops, workstations, servers, and (Personal Digital Assistants) PDAs, data projectors, printers or any other digital device in the nature of a desk top, laptop, workstation, server or PDA, that is owned, leased, or licensed by or to the GMSD.
- b. "DIGITAL TECHNOLOGY" shall mean all forms of DIGITAL TECHNOLOGY, INCLUDING software, hardware, and digital services of any nature and kind that is based on DIGITAL TECHNOLOGY, that is provided directly or indirectly by the GMSD to its employees or students, and that is: (i) owned, leased or licensed to the GMSD; or (ii) that is accessed by or through DIGITAL TECHNOLOGY that is owned, leased or licensed to the GMSD. "DIGITAL TECHNOLOGY" INCLUDES COMPUTERS; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers; PDAs; modems; voicemail; E-mail; chat-rooms; instant messaging; user groups; and such similar technologies.
- c. "INCLUDE" and "INCLUDING" shall mean inclusive of but not limited to and/or by way of example and not limitation.
- d. "USER ID" shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

CIPA (Children's Internet Protection Act)

3. Prohibitions

e. "CIPA COMPLIANT SOFTWARE" shall mean the firewall and filtering software that GMSD and the Internet Service Provider (ISP) provide for the users while connected to the GMSD network. For licensing and product information, please view the files on record with the Director of Technology and/or the ISP for GMSD.

Students and employees shall not:

- a. Use any DIGITAL TECHNOLOGY for any purpose other than for the legitimate educational purposes of the GMSD's students or for purposes of advancing the legitimate business of the GMSD;
- b. Use any DIGITAL TECHNOLOGY for personal business or affairs, except as expressly provided in this policy or in administrative guidelines disseminated and adopted by the Director of Technology or her designee;
- c. Use any COMPUTER unless and until a confidential USER ID and password have been assigned to the student or employee; Students in primary grades are not required to have a unique USER ID for the GMSD network.
- d. Connect any unauthorized wireless device or device using wireless technology to the GMSD network;
- e. Terminate use of any COMPUTER without logging off the COMPUTER;
- f. Disclose their USER ID or password to any other individual;
- g. Use or utilize the USER ID and/or password belonging to or assigned to any other individual;
- h. Open or log onto any COMPUTER, software, program or application using, utilizing or inputting the USER ID and/or password of any other individual or entity;
- i. Misrepresent their identity when using the GMSD's COMPUTERS;
- j. Bypass CIPA COMPLIANT SOFTWARE or any other blocking software that may be used or installed by the GMSD;
- k. Intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any DIGITAL TECHNOLOGY or any data stored, either temporarily or permanently, on any DIGITAL TECHNOLOGY;

- l. Visit or access pornographic Websites;
- m. Violate any applicable Code of Student Conduct;
- n. Use any COMPUTERS unless and until the individual has signed an acknowledgment, in the form prescribed by the GMSD, attesting to the individual's understanding of the rules governing the use of DIGITAL TECHNOLOGY;
- o. Intentionally enter any secure or confidential area of the GMSD's systems or COMPUTERS without proper authority;
- p. Violate any copyright laws or the ownership or license rights of any person or entity;
- q. Violate the legal rights of others;
- r. Knowingly infect any COMPUTER with any virus or spyware;
- s. Use any software or Internet site in violation of any applicable licensing agreement or applicable terms of use;
- t. Use any DIGITAL TECHNOLOGY to hack into anyone else's COMPUTERS or networks in any way or manner that is not authorized;
- u. Use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights;
- v. Use DIGITAL TECHNOLOGY to violate any applicable law, INCLUDING the Wiretap and Electronic Surveillance Control Act;
- w. Install any software program onto or in, or download any software program onto or in, any COMPUTERS without the express approval of the Director of Technology or her designee;
- x. Fail to report to the Director of Technology or her designee any time when he/she inadvertently visits or accesses a pornographic site;
- y. Violate any applicable work rule when using the GMSD's DIGITAL TECHNOLOGY;
- z. Alter or change the desktop or the look or operation of any desktop of any COMPUTER;
- aa. Alter or change the screen saver, or the look or operation of any screen saver,

	<p>installed by the GMSD; and</p> <ul style="list-style-type: none"><li>bb. Delete, disable, change, create or remove any program, application, security feature, or virus protection from any GMSD COMPUTER.</li><li>cc. Abuse equipment. No person shall vandalize, destroy, alter or use equipment in a way that is not recommended by either GMSD or the manufacturer of the equipment.</li></ul>
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<p>4. Delegation of Responsibilities</p>	<p>The Director of Technology or her designee shall take such action as necessary to disseminate and adopt administrative guidelines that are not inconsistent with any applicable law or policy of the GMSD Board of Directors pertaining to the following:</p> <ul style="list-style-type: none"> <li>a. Posting and Dissemination of Policy. The Director of Technology or her designee shall cause this policy to be posted, properly disseminated, and accepted by students and employees.</li> <li>b. Integration into Curriculum and School Program. The Director of Technology and the Director of Curriculum or the designee shall disseminate and adopt appropriate administrative guidelines governing how DIGITAL TECHNOLOGY will be integrated into the curriculum and school program.</li> <li>c. Training Students and Employees. The Director of Technology or her designee shall appropriately train students and employees with respect to the permissible uses of DIGITAL TECHNOLOGY.</li> <li>d. Applicable Code(s) of Student Conduct. The Director of Technology or her designee shall cause any Code(s) of Student Conduct issued by the GMSD and/or its related entities and distributed to students who use GMSD owned, leased or licensed DIGITAL TECHNOLOGY to be amended as appropriate to reflect the applicable terms and conditions of this policy.</li> <li>e. Updating/Upgrading DIGITAL TECHNOLOGY. The Director of Technology or her designee shall disseminate and adopt appropriate administrative guidelines to insure that DIGITAL TECHNOLOGY is updated and upgraded in a systematic and cost effective manner.</li> <li>f. Access To and Safekeeping of DIGITAL TECHNOLOGY. The Director of Technology or her designee shall disseminate and adopt appropriate administrative guidelines governing who will be provided with DIGITAL TECHNOLOGY, how DIGITAL TECHNOLOGY will be provided to students and employees, and how DIGITAL TECHNOLOGY will be properly safeguarded.</li> <li>g. Enforcement of Policy and Guidelines. The Director of Technology or her designee shall disseminate and adopt appropriate administrative guidelines for the enforcement of this policy and the guidelines adopted in accordance with this policy.</li> <li>h. Blocking, Filtering and Monitoring Software. Taking into account and depending upon relevant factors such as cost and effectiveness, the Director of Technology or her designee shall insure, to the extent required by law or reasonably practicable, that appropriate CIPA COMPLIANT SOFTWARE is</li> </ul>
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	<p>obtained and utilized: (i) to block or filter inappropriate Websites from being visited or accessed by students or employees; (ii) to monitor, track and report the Websites that have been visited or accessed with DIGITAL TECHNOLOGY; (iii) to track and report all activity on individual COMPUTERS; (iv) to preserve the actual condition of a Website when it was accessed; and (v) to restore deleted files in a reasonable amount of time.</p> <p>i. GMSD Website. The Director of Public Information or her designee shall develop administrative guidelines detailing the content of the GMSD's Website and the links that are placed on the Website.</p>
<p>5. Privacy</p>	<p>No employee or student using the GMSD's DIGITAL TECHNOLOGY shall have any right of privacy or expectation of privacy with respect to anything done with said DIGITAL TECHNOLOGY. The DIGITAL TECHNOLOGY belongs to, is licensed to, or is accessible through DIGITAL TECHNOLOGY that is owned by or licensed to the GMSD. The GMSD retains all rights as an owner or licensee with respect to all DIGITAL TECHNOLOGY that it owns or licenses and has, unless restricted by an express agreement with a third party supplier, the rights of an owner or licensee, INCLUDING, the rights to use, transfer, inspect, examine, read or store any such DIGITAL TECHNOLOGY.</p>
<p>6. Permissible and Impermissible Uses of DIGITAL TECHNOLOGY</p>	<p>a. Students.</p> <ul style="list-style-type: none"> <li>i. DIGITAL TECHNOLOGY may be used only for legitimate educational purposes.</li> <li>ii. DIGITAL TECHNOLOGY is being provided or made available to students solely as part of the educational program, for the purpose of teaching students how to use and employ DIGITAL TECHNOLOGY, and to further the teaching of the GMSD's curriculum and educational programs. The GMSD is not, through DIGITAL TECHNOLOGY that is being made available by the GMSD to students, creating a public forum, an open public forum or a limited public forum.</li> <li>iii. DIGITAL TECHNOLOGY may not be used by students for speech or expressive conduct: <ul style="list-style-type: none"> <li>1. That materially and substantially interferes with the education process;</li> <li>2. That threatens immediate harm to the welfare of the school community, or to any individual;</li> <li>3. That is lewd, vulgar, indecent or obscene or which contains</li> </ul> </li> </ul>

sexual innuendo, metaphor or simile;

4. That encourages unlawful activity;
5. That interferes with another individual's rights;
6. That constitutes libel, slander or defamation; or
7. That is sexually, racially or ethnically related, that is offensive, threatening or an affront to the sensibilities of others, and that is unlawful under the standards of the anti-discrimination laws of the United States.

iv. All expressive conduct or material-whether verbal, written, or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the GMSD's DIGITAL TECHNOLOGY, is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by students shall be: (i) age appropriate; (ii) consistent with the rules of grammar, spelling, sentence structure and format being taught by the GMSD; and (iii) consistent with the abilities of the student.

v. No program, software, application or patch may be installed or placed in any GMSD COMPUTER that is not licensed to and in the name of the GMSD or that is not authorized in writing to be installed or placed in any GMSD COMPUTER.

b. Employees.

i. The components of the GMSD's DIGITAL TECHNOLOGY may only be used in a way that is consistent with the intended purpose of the DIGITAL TECHNOLOGY.

ii. DIGITAL TECHNOLOGY may only be used to further the curriculum, business or programs of the GMSD.

iii. During such times as the employee has no work duties, the employee may use DIGITAL TECHNOLOGY to access his or her private E-mail account from which E-mail may be sent or received through that account and not through any such an account of the GMSD. No employee shall violate any of the provisions of this policy or of applicable law when accessing his or her private E-mail account

<p>7. Provision of DIGITAL TECHNOLOGY Services</p>	<p>either during the workday or through the GMSD's DIGITAL TECHNOLOGY. Any E-mail account provided by the GMSD shall be used only for advancing the interests of the curriculum or school programs or functions.</p> <ul style="list-style-type: none"> <li>iv. Communication by employees reflects on the GMSD. Consequently, expressive activity through DIGITAL TECHNOLOGY shall exhibit proper grammar, proper style, and proper spelling.</li> <li>v. No program, software, application or patch may be installed or placed in any GMSD COMPUTER that is not licensed to and in the name of the GMSD or that is not authorized in writing to be installed or placed in any GMSD COMPUTER.</li> </ul> <ul style="list-style-type: none"> <li>a. Students shall be provided with only the following DIGITAL TECHNOLOGY services, subject to the policies, limitations, exclusions and conditions established by the GMSD and/or the programs in which they are enrolled: <ul style="list-style-type: none"> <li>i. Access to the Internet;</li> <li>ii. Access to software as provided from time-to-time by the GMSD;</li> <li>iii. Digital files from which to access or save work; and</li> <li>iv. Print servers.</li> </ul> </li> <li>b. Employees, as designated by the Director of Technology or her designee, shall be provided with only the following DIGITAL TECHNOLOGY services, subject to the policies, limitations, exclusions and conditions established by the GMSD: <ul style="list-style-type: none"> <li>i. Access to the Internet;</li> <li>ii. E-mail;</li> <li>iii. Access to software as provided from time-to-time by the GMSD;</li> <li>iv. Digital files from which to access or save work;</li> <li>v. Print servers.</li> </ul> </li> <li>c. No digital services shall be provided by the GMSD to other individuals or outside companies, entities or suppliers, unless the GMSD is contracted with said individuals, companies, entities or suppliers for the specific services in question.</li> </ul>
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<p>8. Discipline</p>	<p>d. The GMSD shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other DIGITAL TECHNOLOGY.</p> <p>e. The information available to students and employees through DIGITAL TECHNOLOGY does not imply endorsement by the GMSD of the content or accuracy of the information received. The GMSD shall not be responsible for any information that may be retrieved, lost, damaged or unavailable when using the Internet or other DIGITAL TECHNOLOGY. The GMSD makes no warranties, either express or implied, for any of the digital services it is providing and will not be responsible for any damages suffered by the user of its DIGITAL TECHNOLOGY.</p> <p>Students and employees shall be subject to appropriate discipline, INCLUDING dismissal in the case of employees and permanent expulsion in the case of students, in the event that any one or more provisions of this policy are violated. The level of offenses shall comply with the student code of conduct. Employees violating this policy shall be disciplined by the Superintendent, their immediate supervisor or designee.</p>
<p>9. Contracts and agreements</p>	<p>Nothing in this policy shall be construed nor is intended to prohibit the GMSD from providing DIGITAL TECHNOLOGY or services related to DIGITAL TECHNOLOGY to others pursuant to contracts or other arrangements.</p>

I have read the Above Acceptable Usage Policy for Digital Technology Version 2.0 of Policy 815 (Revised 2006 to address CIPA and Network Etiquette). Should I breach the guidelines provided, I understand that I may lose all network privileges on the Governor Mifflin School District network and/or incur other disciplinary action.

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Governor Mifflin Affiliate (Employee/Student) Date

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Director of Technology Date