



CHESTER UPLAND SCHOOL DISTRICT

Technology Department

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Internet and Network Resources Acceptable Use Policy

Internet access, electronic mail (E-mail) and network resources are available to teachers, administrators, and students in the Chester Upland School District, for education and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The Chester Upland School District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the Chester Upland School District cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the Chester Upland School District computer network. Specifically, as required by the Children's Internet Protection Act.

Internet access is coordinated through a complex association of government agencies and regional, state, and local networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make teachers, administrators, and students aware of the responsibilities they accept when they use Chester Upland School District network resources including, but not limited to, computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access.

I. Monitor

The Chester Upland School District reserves the right to monitor and log network use and monitor network storage space utilization by teachers, administrators, and students. All data stored or transmitted on the Chester Upland School District network can and may be reviewed to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes.

II. Filter

The Chester Upland School District will utilize a content filter for controlling what content is permitted to a network user. It will be especially used to restrict material delivered over the Internet. The objective is to prevent users from viewing content which may be considered objectionable. The Chester Upland School District content filter blocks websites that contain the following information:

- Promote, enable, or discussing hacking, software piracy, criminal skills, or other potentially illegal acts.
- Include sexually explicit content, such as pornography, erotica, and non-erotic discussions of sexual topics such as sexuality or sex
- Contain violence or other forms of graphic or "extreme" content.
- Promote, enable, or discuss bigotry or hate speech.
- Promote, enable, or discuss gambling, recreational drug use, alcohol, or other activities frequently considered to be vice.
- Include social networking opportunities that might expose children to predators.

The Filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for validated research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.

III. Prohibitions

Teachers, administrators, and students are expected to act in a responsible, ethical, and legal manner in accordance with district policy and federal and state law. Specifically, the uses are prohibited and constitute inappropriate use:

- a. Using the network for illegal activities, including copyright or contract violations or downloading inappropriate materials, viruses, and/or software, such as, but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing unnecessary congestion on the network or interfering with the work of others.
- f. Gaining unauthorized access anywhere on the network.
- g. Revealing the home address or phone number of one's self or another person.
- h. Invading the privacy of other individuals.
- i. Using another user's account or passwords.
- j. Coaching, helping, observing, or joining any unauthorized activity on the network.
- k. Engaging in sexual harassment or using objectionable language in public or private messages.
- l. Falsifying permission or authorization of identification documents.
- m. Obtaining copies of or modifying files, data, or passwords belonging to other users.
- n. Circumventing or disabling the filter or any security measure.
- o. Use while access privileges are suspended or revoked.

IV. Etiquette

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

- Be polite. Do not become abusive in messages to others. General district policies for behavior and communications apply.
- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Do not reveal the personal address or telephone numbers of others.
- Recognize that E-mail is not private or confidential.
- Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users.
- Consider all communications and information accessible via the Internet to be private property.
- 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.

V. Security

Network 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:

- Teachers, administrators, and students shall not reveal their passwords to another individual
- Users are not to use a computer that has been logged in under another teacher, administrator, or student's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Each user is required to report any security problems to the System Administrator. The problems are not to be demonstrated to other users.

VI. Consequences for Inappropriate Use

Noncompliance with the guidelines published here may result in suspension or termination of technology privileges. Violations of applicable state and federal law could result in criminal prosecution as well as disciplinary action by the district.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Chester Upland School District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications using district equipment and network access is governed by state regulation; therefore, when legally requested, proper authorities will be given access to their content.

VII. Disclaimer

The Chester Upland School District makes no warranties of any kind, whether express or implied, for the service it is providing. The Chester Upland School 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 Chester Upland School District's computers is at the user's risk. The Chester Upland School District disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.