

William Penn School District Technology Resource and Network Access Application

Please return to:
William Penn Technology Office
100 Green Avenue Annex
Lansdowne, PA 19050
610.284.8005 x1240 (voice)
610.284.7003 (fax)

Please print or type all information

Download this form from our website: www.williampensd.org

First Name	Middle Initial	Last Name	
Street Address			
City		State	Zip
Home Phone		Home Fax	
School/Building		Department	
Create User Name (your first name initial and last name) _____ <ul style="list-style-type: none"> ◆ User name must be the name on your state ID. ◆ Technology will change user name if duplicate to another employee 		Password Choice <i>Passwords are case sensitive</i> _____ <u>PASSWORD RULES</u> <ul style="list-style-type: none"> ◆ Must be at least 8 characters in length ◆ Must contain at least 1 upper case letter ◆ Must contain at least 1 lower case letter ◆ Must contain at least 1 digit (numeral) ◆ Must contain at least 1 special character (\$@#^&!) 	
POSITION INFORMATION (complete the appropriate section)			
Teacher		Grade	
Instructional Assistant		Grade	
Coach		Subject	
Secretary/Clerical Support		Building/Dept.	
Principal		Building/Dept.	
Administrator		Building/Dept.	
Support Staff (M&O, Security, Other)		Building/Dept.	
Board Member		Position	
<i>Policy agreement: Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the William Penn School District and in accordance with this policy and the Children's Internet Protection Act. My signature below indicates I have read the policy and agree to all terms of use. Please read the attached INTERNET ACCESS, E-MAIL & NETWORK RESOURCES ACCEPTABLE USE POLICY and return the signed copy of the agreement with the complete application form.</i>			
In order to process this form the following signatures are required			
Applicant Printed Name/Date		Applicant Signature	
Principal/Admin. Printed Name/Date		Principal/Admin. Signature	
Operational Technology Office Sunni Jennings, Supervisor Technology Operations 610.284.8005 x240 610.284.7003 (FAX)			
Official Use Only	Network Address assigned	Password (s)	Denied access Codes

**WILLIAM PENN SCHOOL DISTRICT
INTERNET, E-MAIL, AND NETWORK ACCESS AGREEMENT**

I understand, accept, and will abide by the WPSD's Internet Access, E-Mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy when I use WPSD's computers; I acknowledge that all aspects of my use of the WPSD's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the WPSD's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the WPSD makes no assurances of any kind, whether express or implies, regarding any Internet or E-mail services. I further understand that the use of any information obtained via the Internet and/or E-Mail is at my own risk; that the WPSD specifically disclaims responsibility for the accuracy or quality of such information; and the WPSD is not, will not be, responsible for any damage or loss which I suffer.

USER NAME (please print)

WILLIAM PENN SCHOOL DISTRICT COPY
(Signed Original required before approval issued)

USER SIGNATURE

DATE

****Signing this agreement verifies that you have read and agree to all terms set-forth in the attached policy.***

INTERNET ACCESS, E-MAIL & NETWORK REOSURCES ACCEPTABLE USE POLICY

Internet access, electronic mail (E-mail) and network resources are available to teachers, administrators, and students in the William Penn School District, for education and instructional purposes and other purposes consistent with the educational missions of the Organization. William Penn School District will be referred to as "WPSD" throughout this policy. 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 WPSD cannot regulate and monitor all the information received as sent by persons who use the internet or E-mail; and the WPSD cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials, sending, or receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the WPSD online computer network. Specifically, as required by the Children's Internet Protection Act. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computer and people all over the world, also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The William Penn School District takes precautions to restrict access to controversial materials by using the capabilities of special protection software. However, on a global network there is controversial information. We firmly believe the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the William Penn School District.

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 here and in the attached user agreement to be signed by all students, teachers, and administrators who use the WPSD Internet Account. In general, these require efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

- A. **Monitoring.** The WPSD 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 the WPSD's computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage. Network storage areas may be treated like school lockers. 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 WPSD's servers or computers will NOT be private. The WPSD does not maintain archives of all e-mail messages.
- B. **Filter.** The WPSD will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. The network administrator at the workstation level for use by an adult administrator or teacher for validated research or other lawful purposes may disable the Filter. Students or other minors for any reason may not disable the Filter for use.
- C. **Access Agreement.** All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the WPSD Internet, E-mail and Network Access Agreement ("Agreement") which is attached

to this Policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the Organizations' computers for access to the Internet or for e-mail without the approval or supervision of a teacher or WPSD member.

D. **Prohibitions.** Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the Organization and in accordance with this policy and the Children's Internet Protection Act. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- The illegal installation, distribution, reproduction or use of copyrighted software.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy, or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's e-mail address, user account or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified, or abused in any way).
- Use to upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting, materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually oriented
 - Threatening
 - Contrary to the district policy on harassment, Harassing or Illegal
- Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines.
- Use to invade the privacy of other persons.
- Posting anonymous messages

- 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.
 - Use while access privileges are suspended or revoked.
 - Any attempt to circumvent or disable the Filter or any security measure.
 - Use inconsistent with Network Etiquette and other generally accepted etiquette.
- E. **Reporting Misuse**. Any user who witnesses misuse shall be required to report misuse to teacher or immediate supervisor for investigation by the Office Operational Technology.
- F. **Students**. Student users (and any other minors) also:
- Shall not use the system to access inappropriate materials or materials that may be harmful to minors.
 - Shall not disclose, use or disseminate any personal identification information of themselves or other students.
 - Shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.
- G. **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 Organization rules and policies for behavior and communicating 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 others 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.
- H. **Security**. Security on any computer system is a high priority especially when the system involves may users. Each user is required to report any security problems to the System Administrator. The problems are not to be demonstrated to other users.
1. The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provisions of this policy is violated.

In addition to disciplinary procedures, the user shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution.

The Organization reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

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

2. Reporting misuse. Any user who witnesses misuse shall be required to report misuse to teacher or immediate supervisor for investigation by the Technology Office.
- I. **Disclaimer.** The WPSD makes no warranties of any kind, whether express or implies, for the service it is providing. The Organization 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 Organization's computers is at the user's risk. The organization disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.
- J. **Charges.** The WPSD assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
- K. **List servers and Software.** Subscriptions to list servers must be pre-approved by the WPSD. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

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REQUESTOR' COPY

(Please keep for records/return signed original with application)

USER NAME (please print)

USER SIGNATURE

DATE