



# METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP

## ADMINISTRATIVE GUIDELINES

### COMPUTER AND TECHNOLOGY NETWORKS

7540  
7540.01  
7540.02  
7540.03  
7540.04

7/2006

## TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY GUIDELINES

### Network and Internet Acceptable Use and Safety

#### STATEMENT of PURPOSE

It is the objective of the Board of Education to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the District. To promote this objective and prevent the exposure of students and staff to harmful or inappropriate influences, the Board expects school community members to utilize the electronic and communication resources provided in a manner consistent with this objective.

All students and employees have the responsibility to use these resources only in a professional, ethical and lawful manner.

#### Definitions

"Electronic and Communication Resources" as used in this guideline are defined as any electronic tool, device, program, or system that aids the educational and work environment and enables the employee to be more efficient in a technological world. Technology includes:

- all computer hardware and software,
- personal digital assistants including Palms, pocket PCs, cell phones
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology,
- servers, routers, hubs, switches, and Internet gateways,
- administrative systems, media systems, and learning information systems,
- related and forthcoming systems and new technologies.
- Metropolitan School District of Pike Township's PONY services

"Confidential Information" as used in this guideline means information that is declared confidential by state or federal law or Board Policies on public records access.

"Proprietary Information" as used in this guideline means information in which a person or entity has a recognized proprietary interest, such as a registered copyright.

"PONY" as used in this guideline means paper and package intra-district routing and delivery services provided by the District without U.S. postage affixed.

“District” as used in this guideline means the Metropolitan School District of Pike Township

"User" as used in this guideline means a person using the District's electronic and communication resources and includes, but is not limited to students, employees, independent contractors retained by the District, and volunteers.

### OWNERSHIP OF DISTRICT ELECTRONIC AND COMMUNICATION RESOURCES & STORED INFORMATION

The electronic and communication resources provided by the Board and all information contained in or on them and all information transmitted on or stored on them are at all times the property of the Board, subject to any proprietary interest such as the registered copyright interest of an author. In no case are these electronic and communication resources or the information stored on or in them owned, rented, or leased by users to the exclusion of authorized District administrators. Documents and other data created or stored on District provided electronic and communication resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through District electronic and communication resources.

No user of the District's electronic and communication resources shall have an expectation of privacy in any information created, received, or stored on the District's electronic and communication resources. If a user transmits or receives messages on the District's electronic and communication resources such as e-mail, voice mail, or facsimile, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this policy. Confidential communications shall not be transmitted on District electronic and communication resources except where the confidential or privileged communication is on behalf of the District and not an individual user.

Users of the District's electronic and communication resources are on notice by this guideline that messages and other information transmitted, stored, or received on the District's electronic and communication resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ["APRA"]. Messages and information are subject to disclosure by the District pursuant to APRA request without further notice to the user.

Users should be aware that the District does not guarantee the safety of any data stored on school equipment. The District will not be responsible for any damages, direct or indirect, arising out of the use of its electronic technology resources. Further, the District shall not be liable for any direct or indirect, incidental, or consequential damages relative to information stored on diskettes, hard drives or servers, information received through the District's computers, networks or online resources, or for any financial obligations resulting from use of the District's access to the Internet.

The District has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring those sites that students, administrators, staff or employees visit on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by administrators, staff or employees, and reviewing e-mail sent and received by employees.

Students, administrators, staff and employees understand that the use of District owned technology and equipment must be related to school activities and is a privilege extended to them by the corporation. Students, administrators, staff and employee agree that by signing this guideline they will be the sole users of said equipment, that is given to them for M.S.D. of Pike Township use and accept all responsibility for

any and all content added and/or changed on the equipment. In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software. It is recognized that District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

In the event there is any confusion as to the provisions of this Guideline, the student, administrator, staff or employee agrees that he/she will seek clarification of these guidelines and procedures from his/her supervisor or the Director of Information Services.

### APPROPRIATE & PROHIBITED USES OF ELECTRONIC AND COMMUNICATION RESOURCES

Any use of the District's electronic and communication resources must be consistent with the educational mission and objectives of the District. Misuse of electronic and communication resources may result in a range of consequences including denial of access to those electronic and communication resources. The Director of Information Services shall monitor the use of all District electronic and communication resources and shall be authorized to immediately suspend any user's access to an electronic or communication resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the school or building, or the administrator in charge of a facility, to which an employee or student is assigned, or the Superintendent/designee in the case of an administrator.

Students will be permitted access to the Internet through District electronic and communication resources when a parent and student sign and return the appropriate use form. All student and staff access to the Internet will be subject to a program that filters out Internet sites and information that promote inappropriate or dangerous behavior or contain obscene, pornographic, sexually explicit, or otherwise harmful content. The operation of the filtering software will be monitored for effectiveness by the Director of Information Services or their designee and its use shall not be disabled or circumvented without the approval of the Superintendent.

Students, administrators, staff and employees understand that the use of District owned technology and equipment must be related to school activities and is a privilege extended to them by the corporation. Students, administrators, staff and employee agree that by signing the [Technology Equipment Loan Form](#), they will be the sole users of said equipment, that is given to them for M.S.D. of Pike Township use and accept all responsibility for any and all content added and/or changed on the equipment. In addition, it is agreed to only use software that is owned and provided by the District and therefore agree not to install or copy any software. It is recognized that District will determine the appropriate hardware and software configurations for all technology and it is forbidden to alter or change any configurations without written consent of the Information Technology Department.

Users should not respond to unsolicited online contact and should report any harassment to a supervisor or the Director of Information Services. Care should be taken to protect personal information, such as name, address and telephone number. It is a violation to misrepresent the user's identity, or access or attempt to access another person's materials, information, or files.

It is expressly prohibited to send, knowingly receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating or defamatory. Students, administrators, staff or employees encountering such material should report it immediately to their immediate supervisor or to the Director of Information Services.

Students, administrators, staff and employees should exercise the same care in drafting e-mail communications to others as they would in any other form of communication. E-mail communications should not be obscene, harassing, defaming, discriminatory, demeaning or contain abusive or sexually explicit language.

No grade, test score or any other confidential student information may be posted on a public web site or transmitted via e-mail in such a way as to become publicly accessible in violation of State or Federal laws requiring student records be kept confidential.

All material downloaded from the Internet, or from computers, networks or software that does not belong to the District must be first scanned for viruses and other destructive programs before being placed into the District's computer system.

The District's computer technology must not be used in any way that would violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation. Further, the computer technology should never be used in such a way that would violate any local, state or federal laws. This prohibition includes use of software in violation of any license or contract.

#### **Definition of unacceptable use**

##### ***The following uses of school-provided technology are prohibited:***

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your supervisor;
- b. to use technology to harass, bully, or threaten another individual;
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material;
- d. to vandalize, damage, alter, or disable the property of the District;
- e. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission;
- f. to introduce unauthorized information, computer viruses or harmful programs into the computer system in either public, private files, or messages;
- g. to download games or entertainment software;
- h. to participate in gambling or on-line games;
- i. to assign students to use technology without proper supervision;
- j. to send non-job related e-mails; however, when essential during business hours, limited, reasonable personal use of the District's technology hardware is permitted provided that such use does not violate other prohibited uses set forth herein;
- k. to participate in chat rooms, chat lines or instant messaging;
- l. to participate in non-job related shopping or bartering;
- m. to send personal ads or sell items using school e-mail or computer bulletin boards other than on a separate specially designated school bulletin board;
- n. to utilize District technology for commercial purposes or personal financial gain;
- o. to install or use encryption software on any computer without the authorization of the Director of Information Services;
- p. to engage in any activity which is injurious to the health, safety or welfare of a student

*With respect to the prohibitions described in sections k and l above, to the extent that educational purposes can be identified, a teacher may seek written approval from the Principal to engage in these otherwise prohibited activities.*

***The following shall not be permitted, accessed, created, transmitted, or stored on the District's electronic and communication resources:***

- a. Obscene, pornographic, or sexually explicit materials;
- b. Information that enables or supports the commission of a crime or an act that would endanger the user or others or damage property;
- c. Unsolicited offers to buy or sell goods or services from an individual or private business or entity for-profit purposes; Not-for-profit solicitations must be approved by the Superintendent.
- d. Jokes, comments, or messages that contain content that is demeaning, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include, but are not limited to, harassment in violation of Board Policies, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
- e. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user;
- f. Information that would enable a user to obtain access to the files or e-mail of others without authorization;
- g. A computer virus or other message that is known by the sender to have the capability to damage or impair the operation of a District electronic resource or another person or organization's electronic resource.
- h. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

It shall not be a violation of the District Internet and Technology Acceptable Use Safety Policy for an employee to use District electronic and communication resources to communicate concerning an organization consisting solely of employees of the District.

District Communication Resources shall not be used in political campaigns or elections to do the following:

- a. Solicit donations
- b. Advocate for any candidate(s) or political party
- c. Recruit participants or volunteers

#### **PENALTIES FOR VIOLATION OF POLICY**

Violations of this policy may result in consequences ranging from restrictions or loss of computer privileges up to and including the suspension or expulsion of a student or volunteer, or discipline of an employee, including possible termination, as determined by the Superintendent, Superintendent's Designee and/or Board of Education.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The employee's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

#### PROCEDURE FOR INSPECTING THE ELECTRONIC AND COMMUNICATION RESOURCES USAGE OF A USER

In cases where electronic messages, documents, files or other electronic and communication resources must be accessed or read, the person who desires access to such materials shall notify the user's immediate supervisor, (or student's teacher and principal) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the electronic and communication resources usage of a user in writing or by e-mail to the Director of Information Services. All requests shall be forwarded to the Superintendent who shall consider each request's disposition and shall have the authority to grant or deny the request for access. A denial of access by the Superintendent shall be final.

#### CONFIDENTIALITY

Users of the District's electronic and communication resources are expected to protect the integrity of proprietary and confidential information maintained by the District. "Confidential Information" as used in this guideline means information declared confidential by the Board's policy on Access to Public Records or by State or federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

The practice of using electronic resource distribution lists to send information shall not excuse the unauthorized disclosure of confidential information by a user. Users shall determine whether a distribution list is current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act.

Messages containing confidential information should not be left visible on the monitor when a user is away from his/her computer.

Users shall not copy or distribute through the e-mail system any copyrighted material of a third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in writing in advance that the District has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a user.

#### SECURITY OF DISTRICT ELECTRONIC AND COMMUNICATION RESOURCES

Security on any District electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the System Administrator or Director of Information Services if a security problem is identified on any District electronic resource. The problem shall not be demonstrated to other users.

A user of the District's electronic and communication resources who makes use of a password, code or encryption device to restrict or inhibit access to a District electronic resource shall provide immediate unlimited access to this data when requested to do so by the user's supervisor, if an employee, or teacher or principal, if a student. A user's supervisor (if an employee) or principal or teacher (if a

student) is authorized by this guideline to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a District electronic resource.

Except as provided above, no person shall request or require that a user reveal a password or access code for any District electronic resource.

Students, administrators, staff or employees may only access the Internet through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the accessing computer is not connected to the District's network.

A user shall not attempt to obtain or use another user's password, sign-on, or account without written permission from the user and a System Administrator. Any unauthorized attempt to log onto any electronic resource as a System Administrator will result in disciplinary action, including termination for employees and expulsion for students.

A user identified as a security risk based upon one or more violations of this guideline may be denied access to all District electronic and communication resources.

By signing the Technology and Internet Acceptable Use Safety Contract and using the District's electronic technology as defined above, the administrator, staff member, employee or student is consenting to have such use monitored by authorized personnel, at the District's sole discretion. The administrator, staff member, employee or student also expressly waives any right to privacy and anything they create, store, send or receive on the computer or the Internet under the Electronic Communication Privacy Act, and any other state or federal law regarding e-mail and Internet use. The administrator, staff member, employee or student further realizes that he or she does not have a personal privacy right in any matter created, received or sent utilizing the MSD of Pike Township's computer systems, Internet access or e-mail system.

Approved: 7/2006