

# COUNCIL ROCK SCHOOL DISTRICT

(8/24/12)

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
COMPUTERS, COMPUTER  
FACILITIES, AND COMPUTER  
RESOURCES

ADOPTED: June 3, 1999

REVISED: November 4, 2004  
September 1, 2011, September 6, 2012

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| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> | <p>815. ACCEPTABLE USE OF COMPUTERS, COMPUTER FACILITIES, AND COMPUTER RESOURCES</p> <p>The Council Rock School Board encourages and supports the appropriate use of computer technology for Employees and students as part of the District's instructional program and administrative responsibilities. The appropriate use of technology can improve and accentuate learning and teaching. Council Rock maintains a technology infrastructure that is designed to facilitate the appropriate use of technology for students and Employees.</p> <p>Computer networks may be contained within one classroom or within one building (local area network <i>LAN</i>), may link several buildings together (wide area network <i>WAN</i>), or they may extend beyond the borders of the Council Rock School District (Internet). Regardless of the size or scope of the computer network, the District rules, policies, and guidelines will apply to all users who are using the school district's LAN or WAN, or who are accessing School District information through the Internet.</p> <p>The Council Rock School District monitors internal network use. This monitoring comes in a variety of forms from suspicious query reports generated from filtering software to the review of emails or Internet use on Council Rock accounts. The use of Council Rock computers, Internet resources accessed through Council Rock LAN or WAN and any other access through Council Rock servers are subject to review at random and/or through a specific search.</p> <p>The Council Rock School Board establishes that in the use of computers, computer facilities, computer networks, and computer resources is a privilege, not a right. Inappropriate, unauthorized, and/or illegal use may result in the cancellation of the privilege. In addition, when the district establishes that an employee or student has used these resources in violation of this policy, appropriate disciplinary action may be taken in accordance with the district's established discipline policies and procedures.</p> <p>The Superintendent of Schools or his/her designee is responsible for the annual review of this policy and proposing amendments or revisions to this Board Policy, as appropriate.</p> |
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| <p>4. Definitions</p> | <p>Administrators, teachers, and other staff have the professional responsibility to:</p> <ul style="list-style-type: none"> <li>○ Know the roles and responsibilities outlined in this policy.</li> <li>○ Adhere to the guidelines established in this policy.</li> <li>○ Work together to help students develop the intellectual skills and strategies to discriminate among sources of information, to identify sources of information appropriate for their age and instructional level, and to use the information to meet their instructional goals.</li> </ul> <p>Students and staff have the responsibility to learn the rules and guidelines contained within this policy, including administrative regulations, for the use of computers, computer facilities, computer networks, and computer resources and to abide by them.</p> <p>The terms <b>harmful to minors</b> and <b>inappropriate material</b> both mean any text, audio file, picture, image, graphic image file, or other visual depiction that:</p> <ol style="list-style-type: none"> <li>1. Depicts, describes, or represents-what is unsuitable for minors.</li> <li>2. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.</li> </ol> <p>The term <b>hacking</b> refers to the act of gaining unauthorized entry or attempting to gain unauthorized entry into Council Rock’s computer network, servers, and/or data files for the purpose of:</p> <ol style="list-style-type: none"> <li>1. Determining the data structure and security restrictions of the computer system.</li> <li>2. Making unauthorized changes in the data structure and security restrictions of the computer system.</li> <li>3. To make unauthorized use of services provided by the computer system for purposes of sharing information regarding all of the above with other unauthorized users.</li> </ol> |
| <p>5. Guidelines</p>  | <p>All data files created, transmitted, or stored on District equipment are the property of the District and are not protected by any right to privacy; provided, however, that student information protected by the Family Educational Rights and Privacy Act (FERPA) or other federal or state statute(s) requiring confidentiality will be treated as confidential according to the terms of the statute(s). No Confidential data shall be transmitted from a Council Rock School District network, unless permitted by applicable law or until appropriate permissions are received according to the law.</p> <p>The District <del>expressly</del> declares that its computer resources, computer networks,</p>   |

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|  | <p>Social Media, web page, and related facilities are not a public forum, and reserves the right to deny access to any user whose use would serve to establish a public forum.</p> <p>Consistent with the terms of Section 2, Authority, no employee or student using Council Rock technology, which shall include software, hardware and data derived from use of the computer network, shall have any right of privacy or expectation of privacy with respect to anything done with said technology. The technology belongs to, is licensed to, or is accessible through technology that is owned by or licensed to Council Rock. Council Rock School District retains all rights as an owner or licensee with respect to all 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, copy, delete, read, or store any such technology.</p> <p><u>Prohibitions</u></p> <p>All Council Rock users must act in a responsible, ethical, and legal manner in accordance with District policy, administrative regulations, and state and federal law. Specifically, the following uses of the computers, computer facilities, computer resources and computer networks are prohibited and constitute inappropriate use:</p> <ol style="list-style-type: none"><li>1. To facilitate illegal activity or any violation of Council Rock School District Policy.</li><li>2. For commercial or for-profit purposes.</li><li>3. Computer gaming that is not under the supervision of Council Rock instructional staff.</li><li>4. Product advertisement;</li><li>5. Political lobbying</li><li>6. To disclose, use, transmit or disseminate personal or individually identifiable information about any Council Rock School District user, student, parent/guardian, or employee other than for approved administrative purposes.</li><li>7. To create and/or proliferate hate mail, discriminatory remarks, or offensive, harassing, or inflammatory communication or to participate in any form of bullying/cyberbullying. Such action, when it occurs in a school/work setting and is used to harass, tease, intimidate, discriminate against, threaten, or terrorize another student, teacher, or employee of Council Rock, will result in appropriate discipline. For activity that takes place outside of the school/work setting,</li></ol> |
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|  | <p>specific attention will be paid to the impact such act has on the school/work setting in accordance with applicable legal standards. Council Rock has a specific policy (Policy 218.10) that prohibits bullying and cyber bullying.</p> <ol style="list-style-type: none"><li>8. For unauthorized or illegal downloading, installation, distribution, reproduction, or use of copyrighted material.</li><li>9. To access obscene or pornographic materials.</li><li>10. To access <i>inappropriate material</i> as defined above.</li><li>11. To use inappropriate language or profanity.</li><li>12. To transmit material that is, to the reasonable person, offensive or objectionable to recipients.</li><li>13. To intentionally obtain, tamper with, and/or delete data files that are created by others.</li><li>14. To use the computers or computer networks to disrupt the work of others.</li><li>15. To destroy, modify, and/or abuse any computer or computer network hardware, software, or data. This prohibition includes the intentional or reckless introduction and/or use of computer viruses or other executable files, malware, or similar code designed to damage or destroy data files.</li><li>16. The appropriate use of Social Networks and other social media is covered by Council Rock’s Social Media Guidelines. Those guidelines can be found at the appropriate link on the front page of the Council Rock website – <a href="http://www.crsd.org">www.crsd.org</a>. Copies of these Guidelines are available in each school office.</li><li>17. To present or proselytize for a particular cause, belief, viewpoint or position that is contrary to or inconsistent with the approved position of the District or is not related to bonafide pedagogical purposes.</li><li>18. To engage in the practice of “hacking” in order to bypass computer and network security for any purpose whatsoever.</li><li>19. To utilize district computer equipment, computer facilities, computer networks or computer resources to violate the policies of the Council Rock School District.</li></ol> <p><u>Electronic Mail</u></p> <p>Council Rock recognizes that the use and access of private e-mail accounts by staff</p> |
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may be an acceptable use when such use supports the instructional program or supports the professional and/or personal needs of staff. Students may access personal email accounts only when that access supports a legitimate educational use and is approved by a teacher

Social Media

As used in this policy, “social media” includes a blog, wiki, Facebook, Twitter, Ning or any Internet based network that allows virtual contact between users.

Social Networks are forums for sharing information. They occupy a legitimate place in today’s complex information exchange. Council Rock School District distinguishes between two uses of Social Media – those used to support the learning and business needs of the school district and social media that is used by individual Employees of the District.

The appropriate use of Social Networks and other social media is covered by Council Rock’s Social Media Guidelines. Those guidelines can be found at the appropriate link on the front page of the Council Rock website – [www.crsd.org](http://www.crsd.org). Copies of these guidelines are available in school offices.

Organizational Guidelines

Social media, professional networking sites, rapid-fire communications, blog sites, and program-specific websites are all useful technologies. When sponsored and used in Council Rock, these technologies must serve the District’s unique needs, align with the District’s goals and objectives, and be consistent with Council Rock School District Board Policy and Administrative Regulations. Such social media sites must also adhere to all applicable federal, state, and local laws, regulations, and policies, including, but not limited to, those addressing individual privacy and confidentiality.

The Director of Information Technology or his/her designee shall approve all social media sites representing Council Rock. The department or program that operates a Council Rock social media site is responsible for the content of that site.

All Employees authorized to post on behalf of Council Rock on such social media sites will be approved, trained on this policy, and have appropriate content and technical expertise. The Director of Information Technology and his/her designee shall monitor all Council Rock social media sites. Council Rock reserves the right to remove any content that is deemed in violation of any applicable policy of the school district or any applicable law.

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Personal Social Media

Employees who communicate electronically with students should only conduct such communication through approved Council Rock equipment/software and via approved communication vehicles, such as a District-developed social networking page. When working on the Council Rock network, Employees are **prohibited** from communicating with students via personal social media. Employees of the Council Rock School District are **strongly discouraged** from communicating with students via a personal social media page or with personal equipment/software; i.e., cell phone, home phone, home computer, etc. using social media software/technologies on personal or private networks. Employees are also discouraged from communicating with parents through social media. It is recognized, however, that contacts with parents by cell phone is an acceptable use when the phone contact – by call or text- meets the legitimate needs of the employee in communicating school related information to the parent.

The use of social media by any Employee or student, such as, but not limited to, blogging, texting, tweeting, and/or instant messaging, in ways that are contrary to the District's policies or are illegal or violate antidiscrimination policies will be subject to disciplinary action.

Safety and Education

The District will take appropriate measures to prevent users of District technology from harassment or unwanted communication. Users who receive threatening or unwelcome communications while using District technology should report them immediately to a Building Administrator.

The District will take appropriate measures, through the use of hardware and/or software tools, in an effort to prevent any user from being exposed to graphic, text, and any other form of obscene, pornographic, or other material that is harmful to minors. This includes using one or more Internet content filtering agents that will remove and/or block Internet content.

Except as determined by the Director of Information Technology, these Internet content-filtering agents will not be deactivated for any Council Rock user. Notwithstanding filter implementation, the user retains full responsibility for his/her use of Council Rock technology.

The District will educate students about appropriate on-line behavior, including appropriate interactions with others on social networking sites and cyberbullying awareness and response.

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|  | <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and Employees is prohibited. Any data uploaded or downloaded to or from the Internet shall be subject to Fair Use Guidelines.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>Among other consequences for a violation of this policy, users, including students or Employees, shall be financially responsible for damages to the equipment, systems, software, and data files resulting from negligent, reckless, deliberate or willful acts or omissions. In addition, damaging, destroying or altering any computer, network equipment, or any data files may result in disciplinary action under this policy and under any other Council Rock School Board policy applicable to the conduct.</p> <p>Unauthorized or illegal use of computers or computer networks; intentional deletion or damaging of data files; copyright violations or theft of services may result in disciplinary action under the provisions of this policy and/or under any other council Rock School Board Policy applicable to the conduct</p> <p>Denial of computer and computer network access and other disciplinary actions including suspension, expulsion, termination of employment, and possible criminal penalties are part of the available consequences for inappropriate use.</p> |
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