

NEW HOPE- SOLEBURY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ELECTRONIC
COMMUNICATION,
EQUIPMENT, AND SYSTEMS

ADOPTED: August 5, 2002

REVISED: December 21, 2009

<p>1. Purpose 24 P.S. Sec. 510</p> <p>2. Authority</p>	<p style="text-align: center;">815. ELECTRONIC COMMUNICATION, EQUIPMENT, AND SYSTEMS</p> <p>The purpose of this policy is to establish guidelines for the acceptable use of district electronic communication, its network, Internet tools, messaging agents and electronic facilities, and for using electronic communication when the district's facilities are not in use.</p> <p>Worldwide access to information is radically changing our world and communication systems. A computer network, linked to the Internet, represents a powerful educational resource unlike anything that precedes it. The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications as well as through access to information, research and collaboration.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>Further, the New Hope-Solebury School District requires that investments be made in computer systems and peripherals to maximize their usefulness.</p> <p>The need for hardware upgrades generally occurs well before the systems become unusable or obsolete. To mitigate this effect, the district has developed a Computer Migration and Upgrade Plan.</p> <p>The Director of Information Technology and the Director of Human Resources will prepare and promulgate guidelines to implement this policy.</p> <p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p>
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<p>47 U.S.C. Sec. 254</p> <p>3. Delegation of Responsibility 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The district reserves the right to log network use and to monitor fileserver space utilization by district users, while also respecting the privacy rights of both district users and outside users.</p> <p>The District also reserves the right to redirect the electronic communication of staff no longer employed with the district.</p> <p>The district establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The building administrator shall have the authority to determine what is inappropriate use.</p> <p>The Board establishes that the following materials, in addition to those stated in law, are inappropriate for access by minors: unauthorized chat rooms, sexually oriented chat rooms and e-mail exchanges and visuals, texts and sounds that are sexually oriented, obscene, pornographic, and extremely violent web sites. This information will be reviewed and updated annually.</p> <p>In regard to system disposals, the Business Administrator, or his/her designee, shall have the authority for disposing of obsolete equipment upon the recommendation of the Director of Information Technology.</p> <p>The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors. <p>The district shall make every effort to ensure that electronic resources are used responsibly by students and staff.</p>
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<p>4. Guidelines 42 U.S.C. Sec. 6901 et seq</p>	<p>Although the district is aware that the skills required for using a computer network and Internet tools are vital to the long-term success of users when they enter higher education and the work force, the district also realizes that the Internet is an unregulated communication environment in which information changes constantly, and that some of this information may be inappropriate for users based on age and/or developmental levels. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>District educators will take an active role in ensuring that students and their parents/guardians are aware of the individual user's responsibility in using the Internet resources in an ethical and educational manner. The district's goal is to provide individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user of electronic communications in the district and on the Internet.</p> <p>With the rights of membership in the NHSSD network community come certain responsibilities. Users need to familiarize themselves with the responsibilities. Failure to adhere to them may result in the loss of NHSSD network privileges.</p> <p>In regard to electronic system disposals, disposal of hazardous waste will be the responsibility of the Maintenance Department and will adhere to state and county guidelines for hazardous waste.</p> <p><u>Equal Access</u></p> <p>Members of the network community shall have access to only those services as their rights and permissions allow. Unauthorized attempts to access resources that a user does not have permission to access shall be grounds for discontinuation of NHSSD network access and disciplinary action.</p> <p>No single user should monopolize a computer or the network it uses. You may be asked to remove personal files if total system storage space becomes low.</p>
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<p>65 P.S. Sec. 67.101 et seq Pol. 801</p>	<p><u>Privacy/Monitoring Notification</u></p> <p>All computer communications systems, and all communications and stored information transmitted, received, or contained in the NHSSD network's systems are NHSSD property and are to be used only for school-related purposes. All members of the NSSD network community have the right to privacy in their private electronic communications with respect to other students. Individual users do not have privacy rights; however, certain privacy and confidentiality rights are created by law. Therefore, anyone attempting to access or allowing access to materials that are protected by law will be subject to suspension of NHSSD network privileges and possible discipline. In order to ensure proper use of the NHSSD network, NHSSD may monitor the use of the NHSSD network from time-to-time. This monitoring may include accessing a private correspondence or files as well as disclosing messages sent by electronic communication. In the event there is a reasonable suspicion that a user is using the NHSSD network in violation of the guidelines stated in this policy, a system administrator or teacher may gain access to a student's private correspondence or files without prior notice. System administrators also may need to access private files as part of regular system maintenance.</p> <p>Network users shall be aware that the district is an agency covered by Pennsylvania's Right-to-Know law and e-mails and/or other forms of electronic communication may be considered public records under certain circumstances.</p> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p> <p><u>Use By District Employees</u></p> <p>Use of electronic methods of communication by district employees is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of the district and its business units. Electronic communication is to be used in a manner that is consistent with the district's standards of business conduct and as part of the normal execution of an employee's job responsibility.</p> <p><u>Intellectual Freedom And The NHSSD Bulletin Board</u></p> <p>Personal attacks are not an acceptable use of the NHSSD Bulletin Board at any time. NHSSD does not officially endorse any opinions stated on the NHSSD Bulletin Board. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of NHSSD as a whole.</p>
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<p>Pol. 814</p>	<p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited including the placing of copyrighted materials on a server or other storage device that is accessible by others. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Limitation Of Liability</u></p> <p>NHSSD makes no warranties of any kind, whether express or implied, for the service it is providing. NHSSD will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to loss of data as a result of delays or otherwise, nondeliveries, misdeliveries, or service interruptions caused by the Internet or users that include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. NHSSD will not accept any responsibility for the accuracy of information obtained through the Internet.</p> <p><u>Policy Administration</u></p> <p>NHSSD has implemented an electronic method for tracking student acceptance of this and other related policies. Failure to accept the policy will prevent the user from accessing network resources.</p> <p><u>System Disposals</u></p> <p>Equipment that does not have sufficient value to resell shall be destroyed. Sufficient value to resell must account for storage and moving costs.</p> <p>Systems may be discarded via disposal, charity, or special programs that may enhance the education of others. All computers will be formatted prior to disposal.</p> <p>Electronic discards include computers, monitors, televisions, audio equipment, printers, and other electronic devices.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the NHSSD network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The administrators of the NHSSD network cannot eliminate access to all</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>47 U.S.C. Sec. 254</p>	<p>such services, nor could they even begin to identify all of them. Thus, individual users must take responsibility for their own actions in navigating the Internet. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> 1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. 3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities. 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5. Restriction of minors’ access to materials harmful to them. <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1303.1-A</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777</p> <p>Internet Safety – 47 U.S.C. Sec. 254</p> <p>Board Policy – 237, 249, 801, 814</p>
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