



<p>20 U.S.C. Sec. 1232g</p>	<p>EASD attempts to maintain the confidentiality of its users. All users must comply with <i>Federal Educational Rights and Privacy Act (FERPA)</i>.</p> <p>The EASD requires students and staff to sign, manually or electronically, an acknowledgement that they received and read this policy. Users will be provided with copies of any and all amendments and revisions of this policy upon receipt of School Board approval.</p> <p>The EASD shall make every effort to ensure that students and staff use this educational resource responsibly.</p>
<p>P.L. 106-554</p>	<p>As required by the <i>Children’s Internet Protection Act (CIPA)</i> and the <i>Neighborhood Protection Act</i>, the EASD has installed filtering software to restrict and monitor the use of the Internet, e-mail, newsgroups, FTP and chat. However, no filtering software is 100% effective. EASD reserves the right to disable the filtering software to facilitate specific educational purposes from time to time. Requests to block or unblock should be referred to the building Classroom Technology Coordinator.</p> <p>Students and staff have the responsibility to respect and protect the rights of every user in the district and on the Internet. All EASD staff and students are responsible for reading and following this policy.</p> <p>Users should understand that there is a distinct lack of confidentiality on the Internet. EASD policy indicates the e-mail system is for business use only and prohibits any business unrelated to district matters. The policy does recognize that employees may use their e-mail for "incidental" personal use, but that they can expect no privacy. The policy defines <b>incidental use</b> as casual, minor, insignificant or occasional that does not impact an employee's duties or impede educational operations.</p> <p>Users of the EASD technologies should not have an expectation of privacy in the materials that are created, sent or received by them on EASD systems. To the extent allowed by laws and regulations, EASD authorized personnel may examine all material stored on EASD systems without prior notice.</p> <p>Messages that are created, sent or received using the EASD e-mail system are the property of the EASD. The EASD reserves the right to access and disclose the contents of all messages created, sent or received using the e-mail system. The e-mail system is strictly for official EASD messaging.</p>

<p>3. Delegation of Responsibility</p>	<p>Subject to local laws and regulations, the EASD may monitor any aspects of its computerized resources, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded to the Internet by an EASD user, reviewing e-mail sent and received by EASD users and to monitor fileserver space utilization by district and outside users.</p> <p>EASD reserves the right to amend and/or revise this policy at any time as the need arises.</p> <p><u>Personnel Responsibilities</u></p> <p>EASD personnel are expected to be familiar with the school policies and rules concerning student computer and Internet use and to enforce them. It is the responsibility of EASD personnel to directly supervise students and monitor computers in the use of the Internet and other EASD technologies. All EASD personnel who utilize school technology for instructional purposes with students have a professional responsibility to help students develop the skills necessary to identify information sources appropriate to their age and developmental levels and to evaluate the information needed to meet their educational goals. Students should not utilize computers for any nonacademic purposes, and students are not permitted to use the Internet without direct adult supervision. When, in the course of their duties, personnel become aware of student violations, they are expected to stop the activity and inform the building principal and Classroom Technology Coordinator immediately.</p>
<p>4. Guidelines</p>	<p style="text-align: center;"><b>ACCEPTABLE USE</b></p> <p><u>Network</u></p> <p>System security is protected through the use of district-provided passwords, which shall not be changed by users. Failure to adequately protect passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:</p> <ol style="list-style-type: none"> <li>1. Staff and students shall not reveal their passwords to another individual.</li> <li>2. Users are not to use a computer that has been logged in under another user's name.</li> <li>3. Users are not to use a computer that has been logged in under a teacher's name without the teacher's specific permission.</li> </ol>

4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
5. Users are required to log off of the network when finished.
6. Users may not use the network to intentionally obtain or modify files, passwords, and data belonging to other users.
7. Students may not install or use unauthorized games, applications, files, or other electronic media.
8. Users may not use the network in such a way as to disrupt the work of other users.
9. Users may comply with EASD network storage limitations.
10. No attempt should be made to store inappropriate materials on the network.

Internet

In making decisions regarding student access to the Internet, EASD considers its own educational mission, goals, and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. EASD expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy and federal and state law.

Specifically, the following uses are prohibited:

1. Using the Internet for commercial or for-profit purposes.
2. Using the Internet for product advertisement or political lobbying.
3. Unauthorized or illegal downloading, installation, distribution, reproduction, or use of copyrighted materials from the Internet.
4. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material.
5. Using the Internet to violate any local, state, or federal statute.
6. Using the Internet to communicate with persons unknown.

7. Giving personal information in e-mail, blogs, instant messages, chat rooms or other Internet communication devices. This includes, but is not limited to, full names, friends' names, addresses, phone numbers, school, and activities.

E-Mail

EASD expects the users of the district electronic mail system to follow these accepted guidelines:

1. Correspond with the understanding that e-mail is not guaranteed to be private.
2. Never send chain letters.
3. Be polite. Your message should never be abusive to others.
4. Use appropriate language. Do not swear or use vulgarities.
5. Mail should be used for academic, work-related correspondences, but "incidental personal use" is allowed.
6. Use mixed case. UPPER CASE LOOKS AS IF YOU'RE SHOUTING.
7. Mail should have a subject heading which reflects the content of the message.
8. Group mail is to be used only for communications directly relating to district professional responsibilities.
9. Never impersonate another user, send mail anonymously, or use a pseudonym.
10. Do not open e-mail of unknown origin.
11. Check e-mail often and remain within your limited quota.

Hardware And Software

In order to maintain adherence to copyright law and to increase security and reliability of systems, users are expected to utilize hardware and software in a manner that enables its ongoing usage. To this end, EASD staff and students are responsible for informing the technical support staff immediately if, at any time, the hardware and/or software does not work properly. EASD technical staff and

students must respect computer equipment and all peripherals. No attempt should be made to store any inappropriate materials on any EASD technologies. Users are, under no circumstances, to attempt to repair or reconfigure a district-owned computer in any way.

Printing

All the items in this policy apply to printers and the jobs that users send to the printers, including but not limited to, copyright, excessive use, personal use, inappropriate material and monitoring. Users can also refer to the Guidelines for Printing Services found in 815 Attachment 1 for specifics on photocopying.

Home Use

This policy for the EASD applies to both in school and at-home use.

To ensure that students and staff use these educational resources responsibly while at home, it is imperative that the following provisions are understood:

1. Absolutely no one other than the district employee or student uses his/her district issued laptop or equipment.
2. District policy for behavior and communication apply when using the Internet, according to the stipulations of this policy.
3. Users should have no expectation of privacy while utilizing the computer at home.
4. At-home technology support should not be expected from EASD; it is the users' responsibility to report any problems with equipment immediately to the building Classroom Technology Coordinator.
5. Any and all costs incurred by the EASD for repairs caused by negligent use may be the financial responsibility of the user who has created the problem. Under no circumstances should the user attempt to take district owned technology to local service providers nor should the user attempt to repair technology him/herself.
6. When at home, the computer should always be located in common family area with adult supervision.

<p>P.L. 94-553 Sec. 107 Pol. 814</p>	<p>Additionally, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Also, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent/guardian would be liable.</p> <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to the guidelines put forth in the Digital Millennium Copyright Act (HR2281), October 1998 and the Technology, Education, and Copyright Harmonization (TEACH) Act.</p> <p>(See <i>Technology and Learning Guidelines for Administrators</i> chart to learn what is permissible under the law. See 815 Attachment.)</p> <p style="text-align: center;"><b>WEBPAGE GUIDELINES</b></p> <p>All EASD-sponsored and maintained web sites (which includes all school, teacher, or classroom WebPages for educational purposes) must be hosted from district owned and operated computer server(s) on school property and must adhere to procedures and guidelines of this policy.</p> <p><u>Rationale</u></p> <p>School WebPages are public documents welcoming the outside world to the school and linking students and staff to outside sources of information. Guidelines are required in the construction of school WebPages to ensure that information on the pages is appropriate for any Internet user to access and is free from advertising or news items which may not be appropriate for students. The content of school WebPages must be consistent with the educational mission, goals, strategic plan and objectives of the EASD and School Board policies. All district-sponsored and maintained web sites are property of Easton Area School District.</p> <p><u>Disclaimer Of Liability</u></p> <p>The EASD Technology Department does not warrant nor guarantee access or data integrity of student developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources.</p> <p>The EASD Technology Department reserves the right to immediately stop access to or from any site which may be in violation of this policy or otherwise poses a risk to the district's network, personnel or other technology resources.</p>
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Requirements/Goals

In producing informational/educational WebPages, the following goals will be considered:

1. Guidelines

All web sites will conform to district guidelines. Each site must contain the following:

- a. The date of the last revision.
- b. Author's contact information.
- c. A link back to [www.eastonsd.org](http://www.eastonsd.org).
- d. Each school's Classroom Technology Coordinator shall approve all teacher WebPages.
- e. There should be no advertisement on the web site.

2. Content

Material placed on WebPages is expected to meet academic standards for proper conventions and accuracy of information:

- a. All links must be functional.
- b. All pages must have accurate spelling and grammar.
- c. The subject matter must be appropriate for school.
- d. All content must be accurate.
- e. No web sites shall be created to sell items or promote a cause.

3. Student Safety

When posting information to the web, it is important to consider that anyone can view that information. Special care should be taken when posting student information to the web:

- a. No web page content should allow people accessing the page to contact any student directly.
- b. If a student's picture or project is to be published on the Internet or transmitted outside of the district, a signed parent/guardian permission release form is required. NOTE: Only one (1) form needs to be signed per year and can be used throughout the year to post photos and projects on the web.
- c. Public WebPages and other forms of electronic data transferred outside of the district's digital network shall not contain any personal student information. Schools should proceed with caution and sensitivity in this area.
- d. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student.
- e. Teachers may use first names and last initials or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

4. Respecting Copyright

Copyright will be respected. The author of the web page will not use copyrighted materials without permission.

5. Style Guide

The following items are recommended:

- a. Avoid "Under Construction" signs on a home page; construct the page before placing it on the web. If under construction graphics are necessary on sub-pages, please do not keep them on any page longer than four (4) weeks.
- b. Avoid making pages that require unusual plug-ins.

- c. Make sure that your WebPages are easy to use.

6. Web Content Developed By Students

As part of class/course projects, students may be developing and publishing content on WebPage(s) for the Internet. Publishing WebPages is similar to publishing a newspaper with text and pictures. The following procedures apply:

- a. Student WebPages (WebPages profiling a student) are prohibited. No web page shall contain a student's phone number, address, e-mail address, club/team membership, opinions, or other personal profile information.
- b. Students who create Blogs, and content of Pod Casting files must comply with this policy, follow the direction and supervision of their instructor and be used for educational purposes.
- c. BLOGS in use by the EASD must be registered with their school with an EASD faculty member/administrator who is responsible for all content posted to the BLOG.
- d. Students are not authorized to share or post personal photos and other profile information to public web sites (or school district web sites) when using district or personal electronic devices on school property or during any school-sponsored activities.

**PENALTIES FOR IMPROPER USE**

Violations of this policy may result in the loss of access, additional disciplinary action consistent with existing practice and policy, and/or appropriate referral to the police. Anyone witnessing a violation of this policy must report the violation to the appropriate authority.