

# ALIQUIPPA SCHOOL DISTRICT

## Acceptable Use Policy

### For the Use of Technology Equipment and/or the Internet

*Common Sense Acceptable Use Policy for Aliquippa School District Technology Users*

#### Introduction

The Children's Internet Protection Act (CIPA) requires schools to establish Internet Safety guidelines for the appropriate use of computer networks. The Aliquippa School District makes available to trained staff and students the global resources of the Internet, as well as the computer resources of our local area network. Through technology resources, educators and students can communicate with others, share resources, search databases, and retrieve useful information. User accounts are provided at no charge to students and staff of the School District for Internet use and are bound by the Acceptable Use Policy.

#### Responsible Usage

The Internet is to be used for **educational** purposes only. All users should treat this usage with respect and recognize that access to the Internet is a privilege not a right. We exercise **some** control over content of information through our systems, but cannot guarantee all unacceptable sites are blocked. You, the student, must comply with whatever rules are acceptable for the system to access. If the information appears to be offensive, you should avoid it completely. You, the student must take responsibility for statements you make in email, chat rooms, discussion forums, and newsgroups. If you act irresponsibly or your actions endanger our system through misuse or vandalism, we may suspend or revoke your privilege.

#### Resource Usage

No system has unlimited resources. Chat rooms, instant messenger, and social networking sites should not be used on school time, but rather reserved for your personal use at home. We reserve the right to limit individual login sessions so that everyone can gain equal access to the limited resources available. If you use excessive Internet time we may suspend your access at any time without notice. You must log off when leaving the Internet.

#### Unlawful Use

Internet information may not be used for unlawful purposes. Transmission of any material in violation of any federal or state regulation is prohibited (Title 18). Penalty of unauthorized use may result in a fine of up to \$30,000, up to seven years in jail and/or expulsion from school. This transmission includes copyrighted material, material legally judged to be threatening or obscene or material protected by trade secret.

#### Unauthorized Usage

Any attempt to access or modify unauthorized computer system information or to interfere with normal system operations will result in **suspension of your access privileges**. Unauthorized activities include guessing or using passwords other than accessing your own information that does not have public permission, and accessing any system on which you are not welcome. **A user's privilege of access to remote electronic information** resources shall be temporarily, or permanently, revoked for inappropriate use or violation of the district's policy. In each specific case the staff monitoring such activities must initiate such action. Violations shall be documented. Documented violations and repeated violations by a user shall be presented to the building principal for appropriate action.

**Unauthorized usage includes but is not limited to:**

- Email
  - Sending or forwarding chain letters
  - Spamming - sending annoying email to lists of over 20 people
  - Resending private messages without permission of the person who sent the message.
  - Subscribing to unauthorized mail lists
  - Failing to maintain email storage area
    - not deleting unwanted emails
    - not checking email regularly
  - Sending personal contact information about themselves or other students or staff.
    - Personal contact information includes home address, home telephone, school address, work address, etc.
  - Sending emails with false or defamatory information.
  - Sending emails that are intended to harass, insult, or are personal or discriminatory attacks on another user.
  
- Unacceptable Material
  - Obscene or profane material (pornography)
  - Using proxy servers, tunneling proxy servers, or gateways to bypass school district content filters
  - Dangerous "how to" material, that if acted upon could cause harm to oneself or others
    - Instructions on breaking into computer systems
    - Materials on bomb making information
    - Materials that give directions for performing criminal acts.
  
- Unacceptable Language
  - Obscene, racist, vulgar, rude, inflammatory, threatening, abusive or derogatory.
  - If web pages are allowed to be created by students then unacceptable language might include spelling and grammar.
  
- Network
  - Tampering with the school network's wiring, software or hardware.
  - Installing illegal software, shareware, or freeware.
  - Trying to gain unauthorized access to the school system.
    - By hacking
    - Using another person's login information.
    - Accessing someone else's file area.
  - Using the network for commercial purposes.
  - Damaging the network by the purposely activating a virus, worm, or Trojan horse program.
  
- Illegal Activities
  - Use email or social networking sites to stalk someone.
  - Making unauthorized electronic transfer of funds
  - Making copies of commercial software, music, images or other materials that would violate copyright laws.

David A. Wytiaz, **Acting Superintendent**

Christine DiBenedetto, **President Aliquippa School Board**

Frances A. Brown, **Network Administrator**

Sylvia R. Benson, **High School Principal**

# Internet Acceptable Use Permission Form

## Parent/Guardian:

I have read and understand the Aliquippa School District's (ASD) Acceptable Use Policy (AUP). Should my child misuse this privilege, as indicated in the AUP, I understand that the ASD reserves the right to revoke access to the Internet. **I understand that access to and use of the network is designed for educational purposes and that the ASD has taken no precautions to control access to controversial material.** This is the **RESPONSIBILITY** of the student.

- The ASD has my permission to give an Internet account to my child.
- The ASD DOES NOT have my permission to give an Internet account to my child.

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Name of Parent/Guardian (please print)

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Signature of Parent/Guardian

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Date

## Student:

I have read and understand the Internet Acceptable Use Policy. I understand that failure to follow the guidelines of the Internet Acceptable Use Policy may result in suspension of my privileges to access the Internet.

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(Please Print) Name of Student

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Signature of Student

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Date

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Expected Year of Graduation

*Please file with student's permanent records.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_