

SECTION: OPERATIONS

TITLE: INTERNET ACCESS, E-MAIL,
AND NETWORK RESOURCES
ACCEPTABLE USE

ADOPTED: September 14, 1995

REVISED: June 12, 2012

NORTHERN LEBANON SCHOOL DISTRICT

<p>1. Purpose</p>	<p>815. RESPONSIBLE USE OF ELECTRONIC RESOURCES, EMAIL AND THE NLSD NETWORK</p> <p>The Board supports the use of the Internet and other technological resources in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.</p> <p>The use of technological resources shall be consistent with the curriculum adopted by the Board as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>Internet access, electronic mail (E-mail) and network resources are available to staff and students in the district for educational and instructional purposes and other purposes consistent with the educational mission of Northern Lebanon School District (NLSD). Use of the district network, the Internet, and e-mail or other communication technologies is a privilege.</p> <p>This Board policy is provided so technology users are aware of their responsibilities when using NLSD's technology resources, and to explain to users that they will be held accountable for their noncompliance with this policy. Technology resources include but are not limited to Internet access, computers, computer networks, electronic data, portable electronic devices, electronic files, email or software owned, maintained by or in possession of NLSD. The district's technology resources are made available to users to support district educational goals by facilitating resource sharing, innovation, and communication among faculty, students, administrators and the community. This document establishes the policy regarding usage and disclosure of electronic materials stored or sent via electronic means by employees and other users of NLSD computers and networks.</p> <p>NLSD provides network access within buildings and at the district level. The Lancaster-Lebanon Intermediate Unit 13, in conjunction with third party telecommunications companies, provides Internet access for students, employees, and the visiting community. District technology access and related resources are provided for the purposes of authorized academic and instructional activities, research relating to curricular topics, district communications, and administrative needs. This network is available via any and all computing devices on campus including, but not limited to, those located in classrooms, tutor/study rooms, administrative rooms, and the Library/Media Center. These access points exists for</p>
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<p>2. Authority</p>	<p>the use of persons legitimately affiliated with NLSD and libraries to facilitate the collaboration and exchange of information between and among schools, district offices, educational service centers, and other state and educational entities, support of research, development, education and technology transfer. The network and its connections to other networks are to be used only in a manner that is consistent with these purposes within the spirit of this policy.</p> <p>The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. 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> <p>The Board shall ensure that it can trace use of network usage to include email, web search history, printing, and security bypass attempts to the individual(s) who initiated that use. Identification of the individual might be achieved through a mechanism such as unique user-IDs or passwords, or through the ownership of the node in question. Examples of non-authenticating nodes include nodes with public use user-IDs or multiple-user IDs. Traffic originating from any and all such non-authenticating nodes within the network must not be transmitted from the network into or through the network.</p> <p>Use of the District Network and District-owned Equipment The NLSD network and technology resources are maintained for the use of students, employees, and the visiting community. Network access is restricted to those with active accounts issued by the NLSD Technology Department. User access to NLSD technology resources is a privilege, not a right. Accounts may be revoked, suspended or modified at any time by district administration as violations to the responsible use policy.</p> <p>The use of personal computing devices on the NLSD network is permitted only on specially designated networks. When a student, parent, or employee connects a personal computing device (including, but not limited to, laptops, flash drives and cell phones) to a NLSD operated network they are agreeing to the requirements contained in this policy and should consider his/her personal device subject to the same levels of monitoring and access as any NLSD technology device. All members of the NLSD community shall be offered free and appropriate access to technology services to either meaningfully participate in the education program and/or fulfill their job-related responsibilities.</p> <p>To ensure reasonable, efficient, and safe use of technology resources, the NLSD Technology Department periodically monitors the systems and the accounts used by students, employees, and the visiting community members. The district also reserves the right to access any user accounts or files at any time for any reason. The Board establishes that use of the Internet is a privilege, not a right; inappropriate,</p>
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<p>P.L. 106-554 Sec. 1732</p> <p>3. Guidelines</p>	<p>unauthorized and illegal use may result in the cancellation of those privileges and appropriate disciplinary action will be taken by district administrators.</p> <p>Personal Information and Security</p> <p>NLS D uses various third party web sites for instructional purposes. Many of these websites (commonly referred to as Web 2.0 tools) collect limited amounts of personal data. While the district will make every effort to limit the amount of data disclosed, some items such as first name, last name, username, and password are required for use of these websites.</p> <p>NLS D cannot make any guarantee that these websites will protect the data submitted to them. NLS D abides by the Federal Educational Rights and Privacy Act and does not disclose any information such as grades or attendance to these websites. Students and staff should not expect any privacy or data protection when using these websites. NLS D recognizes email as a valuable communications tool for students. Student email, when provided as a service, is offered through the district controlled domain. This service is managed by the district, but is housed on Microsoft’s servers.</p> <p>To comply with the <i>Children's Internet Protection Act 2001</i>, content and message filters prevent students from sending and receiving email from unauthorized addresses. External email addresses are only permitted to communicate with student accounts if they are related to a specific instructional project. Student email is logged for a period of not less than one semester and students should not expect any privacy using the email service.</p> <p>NLS D believes in treating its students, parents, and employees with respect and in turn expects them to treat one another in the same manner. However, students, parents, and employees must be aware that all information assets (computers and the information that users might store on them) belong to NLS D.</p> <p>NLS D has the right to gain access to any of those assets at any time for any reasons. Students, NLS D employees, and the visiting community have no expectation of privacy with respect to any information that they create, store or otherwise access using NLS D technology resources. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. The district reserves the right to log network use and to monitor files server space utilization by district users, while respecting the privacy rights of both district users and outside users.</p> <p>The intent of this policy is to clarify by example the guidelines that apply to determining whether a given use is acceptable or not. These guidelines are not</p>
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intended to be exhaustive. The final authority for determining whether or not a use is acceptable is the Northern Lebanon School District Board of Directors under the advisement of the Superintendent of Schools and the Director of Technology Services.

Internet Safety Education

The Northern Lebanon School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

User Responsibilities

The list below was crafted to convey a sense of the types of activities that are allowed and not allowed, giving some reasons where appropriate. It is not to be considered an exhaustive list of all prohibited activities. Ask a member of the Technology Department if in doubt as to whether an anticipated use of the network is acceptable.

1. Security on a computer system that involves many users is a high priority. To protect users from unwanted contact or harassment, NLS D community members are instructed not to give out any personal information pertaining to themselves, the school, or others, to anyone. ***Computer account passwords are and should always remain confidential.*** Providing a user name and password to anyone, or assisting someone to gain unauthorized access to the NLS D network is strictly prohibited. Use of another person's identity, account, user name or password or otherwise gaining unauthorized access to computing or network resources is also strictly prohibited. Users are also expected to immediately report any security breach or corruption of data or electronic files to an administrator or Technology Department member.
2. Impersonation and anonymity are not permitted. Users must take responsibility for their actions and words. Impersonation of another person in any setting, including online is not permitted. The use of anonymous proxies is considered impersonation and strictly forbidden. Proxy usage will result in immediate account revocation and disciplinary action.
3. Deliberately spreading computer viruses is harmful to the network and is strictly prohibited. Unauthorized access into a restricted system or changing settings or access rights to a restricted account is also strictly prohibited. Unauthorized access to certain systems may also be a violation of state or federal law.
4. The NLS D network exists exclusively to support NLS D's educational mission and to facilitate communications by and between employees, students, parents, and others consistent with that purpose. Considerate and respectful discourse/discussion is expected of all users. Harassing, insulting or attacking of others is not allowed. Offensive speech is disrespectful of the rights of others; be polite and professional when composing messages and emails. Any of these activities in violation of the

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<p>P.L. 106-554 Sec. 1732</p> <p>P.L. 94-553 Sec. 107 Pol. 814</p>	<p>statutes set up in the district’s bullying policy will result in discipline action.</p> <p>5. In providing Internet access to the school community, NLSD is aware that there are some areas on the Internet that have objectionable material. While a content filter is in place to prevent access to such material, the filter should not be considered 100% effective. Intentionally accessing or downloading objectionable material by users is prohibited. Users are prohibited from creating or transferring defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, or illegal material on NLSD technology resources.</p> <p>6. Users are expected to adhere to copyright laws. Transfer or use of copyrighted material without a license or proper authorization is a violation of Federal Law and therefore strictly prohibited.</p> <p>7. Software and electronic files that have not been selected and installed by the Technology Department can potentially cause a variety of problems when introduced to NLSD technology resources. Furthermore, the licensing terms of software programs may not permit their use on the NLSD network. For these reasons and to facilitate the general integrity of the network and computing environment, the installation, storage, or running of software programs, applications, utilities and other electronic files not explicitly authorized by the NLSD Technology Department is strictly prohibited.</p> <p>8. All computing devices must remain consistent and stable. Users are prohibited from changing settings or adding software to computers unless the technology department otherwise authorizes them to do so. The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts that violate this policy.</p> <p>9. Hard drive space for storage of personal files is limited; users are encouraged to delete any inactive files that you might have stored on network file servers. To ensure deletion of inactive files, the Technology Department will periodically purge these files. If possible, advance notice will be given before purges occur. The NLSD technology department makes no guarantees regarding the storage of personal files.</p> <p>10. Using NLSD's computers or networks for commercial purposes is strictly prohibited.</p> <p>11. As a federally tax-exempt, nonprofit organization, NLSD is prohibited from participating in campaign activity for or against political candidates or any lobbying activities. Therefore any use of the NLSD technology resources for such activities is prohibited, including links to other Internet sites from the NLSD Intranet or external Internet site.</p> <p>12. Network bandwidth is a shared resource intended primarily for academic and</p>
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	<p>administrative uses. Excessive downloading or streaming of nonacademic material may result in the elimination of such services at the discretion of the Technology Department.</p> <p>13. All NLS D students, faculty, staff, and visiting community members are expected to use technology resources in a professional and appropriate manner. Exemplary behavior is expected on “virtual” field trips, collaborative videoconferences, and when visiting locations on the Internet. Use of the Internet is intended for the completion of academic work and legitimate NLS D-related business.</p> <p>14. Proper electronic communication etiquette is expected of all users. The creation, sending or forwarding of email chain letters, inappropriate or unprofessional content is prohibited. NLS D email distribution lists are for school business only, never for personal or commercial purposes.</p> <p>15. Computer Game Playing - Users may not use NLS D computers for game playing unless for a specific purpose in a course or faculty supervised club or grade level activity.</p> <p>Violation of any of the above provisions in this policy will result in the suspension, termination of a user’s privilege to technology resources and / or a restriction of the user’s privileges. All users should understand that if they commit any violation of this policy, their access privileges will be suspended or revoked, school disciplinary action will be taken, and/or appropriate legal action may be instituted.</p> <p>Materials Stored On Individual Computers And Servers NLS D servers are for storage of approved education related information and are not for personal use whatsoever.</p> <p>All material stored on district owned computers and file servers is the property of the educational agency and is, therefore, accessible by the educational agency at any time and can be disclosed to whomever the agency desires at any time. This policy is necessary to allow the system managers to periodically check network services to try to make certain that electronic devices are not being used for fraudulent, unlawful or abusive purposes. Therefore electronic files and communication are subject to disclosure as deemed necessary to maintain compliance.</p> <p>Confidentiality Authorized network administrators will protect persons' rights for privacy and will not indiscriminately read electronic mail or information contained on persons' computers or indiscriminately transfer this information to other individuals, without just cause. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and by Board policies.</p>
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<p>4. Delegation of Responsibility</p> <p>P.L. 106-554 Sec. 1711, 1721</p> <p>5. Disclaimer</p> <p>P.L. 94-553 Sec. 107 P.L. 106-554 Sec. 1711, 1721, 1732</p> <p>20 U.S.C. Sec. 6777</p> <p>PA Code Title 22 Sec. 403.1</p> <p>School Code 24 P.S. Sec. 4601 et seq</p> <p>Board Policy 249</p>	<p>The district shall take measures to ensure the confidentiality of all electronic student data, with the same high level of confidentiality given to all secured documents in printed form.</p> <p>The Superintendent shall develop procedures, in cooperation with the district Director of Technology and technology staff, for acceptable faculty, staff, student and community use of all district technological resources such as, but not limited to: software, hardware, personal computing devices, servers, and networks.</p> <p>Northern Lebanon School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the district's computers is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.</p>
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