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## Student Internet/Intranet Acceptable Use Policy ALTOONA AREA SCHOOL DISTRICT

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Internet/Intranet access is provided through the Altoona Area School District to students. Our goal in providing these services to students is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an "electronic highway" connecting millions of computers all over the world with millions of Individual users. Access to the Internet is coordinated through a complex association of government agencies and regional and state networks. With such wide scale access to computers and people also comes the availability of material that may not be of educational value in the context of the K-12 educational setting. The efficient operation of the network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines include:

1. All use of the Internet/Intranet must be in support of education and research and be consistent with the purposes of the Altoona Area School District. All use of the Internet/Intranet is and shall be deemed to be part of the educational program of the district. Furthermore, the school computer network's system operator, or other school official, may, at any time review the subject, content and appropriateness of electronic communications or other computer files and remove them, if warranted, reporting any violation of rules to the school administration or law enforcement officials.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Any use of the network for gambling or games of chance is prohibited.
4. Extensive use of the network for personal and private business is prohibited.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Network access/use applies not only to access/use from within the district facilities using district equipment, but also access to any district servers or other devices using personal/third party equipment locally or remotely.
8. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
9. All communication and information accessible via the network should be assumed to be private property.
10. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
12. Harassment, threats, intimidation and other behavior contrary to the educational goals of the district are prohibited on the network.
13. The illegal installation or download of copyrighted software for use on district computers is prohibited. Furthermore, downloading or uploading of copyrighted images or text is illegal without written consent obtained by your principal or teacher prior to copying the material.

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14. Use of the network to access or process pornographic material (including, but not limited to male or female nudity), inappropriate or sexually explicit text files, or files dangerous to the integrity of the local area network (LAN) is prohibited. In accordance with the federal Children's Internet Protection Act (CIPA), the district will employ the use of filtering/blocking technology throughout the entire district as a technology protection measure. Requests to allow or deny access to websites will be reviewed by the district CIPA Review Committee to determine validity of the requests and the action to be taken. It should be noted that filtering is a protection measure. Although the district will make every attempt to block sites that are deemed inappropriate, no filter is a guarantee against access to objectionable material. The district reserves the right to track and monitor the online activities of students.
15. When sending electronic messages or transmitting on-line registrations, students shall not include information that could identify themselves or other students and staff without written consent from the parent or guardian and express permission of the instructor. Examples of identifying information include last names, addresses, phone numbers, individual pictures, student ID's, and passwords. Your ID and password (if supplied) are provided for your personal use. Do not share your ID or password with anyone and do not use anyone else's ID or password, regardless of how it was obtained. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
16. The district reserves the right to monitor usage in order to determine if specific uses of the network are consistent with the terms of this agreement.
17. Vandalism is strictly prohibited and may result in legal action in addition to the cancellation of computer and network access privileges. Vandalism as defined for this policy is any attempt to change or destroy data of another user, Internet/Intranet, or any other network that is connected to the district networks. This includes, but is not limited to the uploading or creation of computer viruses. Students committing such vandalism will be subject to discipline consistent with the Student Code of Conduct.
18. Violation of the terms and conditions of this agreement may result in disciplinary and/or legal action, and will include revocation or suspension of computer and network access privileges.

The district provides access to the Internet/Intranet for students because we believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. Educationally, unsuitable material received or used by any student shall not be imputed to the district in any way, nor shall the district be responsible or liable for the reception or use of such material. Any person having knowledge of the reception or use of such material shall immediately report this to a building principal.

The district will incorporate curriculum components for educating students (K-12) on Internet safety. This includes appropriate online behavior, as well as interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response. This ensures compliance with the 110-385-Oct. 10, 2008 Broadband Data Services Improvement Act, section SEC. 215. Promoting Online Safety In Schools of Public Law.

The district considers the use of the Internet/Intranet to be a privilege, not a right. Inappropriate use will result in a cancellation of this privilege and may result in legal action. All users are expected to abide by the generally accepted rules of the network etiquette. These include, but are not limited to:

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1. Be polite; do not get abrasive in your response to others.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language. Illegal activities are strictly prohibited.
3. Do not reveal your last name, personal address or phone numbers of other students, staff or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. Staff who operate the system for the district will report all illegal and/or inappropriate use to the district's administration.
5. Do not use the network in any way that you would disrupt the use of the network by other users.
6. Respect the intellectual property of other users and information providers.

Online communications using advanced Internet communication technologies such as social networking sites, video-sharing sites, wikis, blogs, texting, podcast, and folksonomies offer students an instant, effective vehicle for student expression. The district takes student safety seriously and thus, expectations for blogs, student protected e-mail, podcast projects, or other web interactive use must follow established Internet/Intranet safety guidelines such as:

1. The use of advanced Internet communication technologies may be considered an extension of the K-12 educational environment. Therefore, any speech that is considered inappropriate in a K-12 educational environment is also inappropriate when using advanced Internet communication technologies. This includes but is not limited to the guidelines expressed in this policy.
2. Students using advanced Internet communication technologies are expected to act safely by keeping all personal information out of their posts. Students should never post personal information on the web including, but not limited to, last names, personal data including address or phone numbers, or photographs.
3. Do not agree to meet someone you have met over the Internet.
4. Comments or actions utilizing advanced Internet communication may be monitored. If deemed inappropriate for any reason, various actions may be taken by the district such as student discipline, deletion of inappropriate material, and possible legal recourse if deemed necessary.
5. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a K-12 educational setting.
6. Students using advanced Internet communication technologies are encouraged to not share their users name and passwords with anyone other than parents and appropriate district staff.
7. Speech that is inappropriate for a K-12 educational environment is also inappropriate for advanced Internet communication technologies.
8. Students who do not abide by these guidelines may be subject to consequences appropriate to misuse.

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**Limitation of Liability:** The Altoona Area School District makes no warranties or guarantees of any kind; either expressed or implied that the functions or the services provided by or through the District's technology related systems will be error-free or without defect. The District, its employees, agents, vendors, and licensors will not be liable for any costs or damages users may suffer, either directly or indirectly, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users may be held financially responsible for any harm to the system as a result of intentional misuse.

**REVISION HISTORY:**

| <b>Date</b> | <b>Rev</b> | <b>Description of Revision</b>  |
|-------------|------------|---|
| 06-Mar-09   | A          | - Original Release  |
| 15-May-11   | B          | - Page 2 – Added paragraph regarding incorporating curriculum components for educating students on Internet Safety. |
| 22-Apr-13   | C          | - Page 3 – Added limitation of liability section  |