

Twin Valley School District
Acceptable Use of Internet/Electronic Communications
Administrative Guidelines

The Twin Valley School District recognizes the educational benefits of providing students and staff with access to the Internet. This service will provide vast, diverse, and unique resources for students who use the access. Our goal in providing this service is to promote educational excellence in the Twin Valley School District by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The Twin Valley School District and our provider of the service have taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We at the Twin Valley School District firmly 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 educational goals of the district.

I. Introduction

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These procedures/guidelines are provided here so that users will be aware of the responsibilities that they are assuming. In general, this requires efficient, ethical and legal utilization of the network resources. If a Twin Valley School District user violates any of these provisions, his or her account will be terminated and future access suspended or denied.

The signature(s) on the Internet/Electronic Communications Permission Form are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

The authority to suspend or deny privileges shall be vested in the superintendent or his/her designee, at their sole discretion, for a violation of the policy or administrative guidelines.

II. Procedures

A. Sponsoring teachers shall read and review the “Terms and Conditions” with students prior to their accessing the network.

- B. All students and staff members will be issued a log-on name and password to use the Internet. Privilege to the network shall be for the term of enrollment in the Twin Valley School District. Network privilege will be suspended or revoked for violation of the policy's Terms and Conditions or by written request from the parent or guardian. The owner of the login and password is responsible for any and all use under that login and password.
- C. Copies of the "Terms and Conditions" shall be provided to student and/or staff as appropriate.
- D. The system operator will provide a list of all inactive Internet accounts to each building at the beginning of the school year.
- E. Failure by students and/or staff member to comply with these procedures, the "Terms and Conditions" will result in suspension or denial of access privileges and other possible disciplinary actions.

III. Terms and Conditions

- A. Acceptable use – The purpose of the NSFNET, which is the backbone network of the Internet, is to support research and education in and among educational institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be solely and exclusively for items of educational value and consistent with the rules appropriate for this network. For the purposes of these Guidelines, "educational value" shall mean any material that has a direct connection with the curriculum of the Twin Valley School District, but will not include the transmission of any material in violation of any United States or state regulation, downloading of copyrighted information without permission, the dissemination of threatening, pornographic, or obscene material, or other material that is protected by trade secret. Further, product advertisement, political, or other forms of lobbying, or other communications that do not have a direct and causal connection with the curriculum of the Twin Valley School District shall not be deemed to have any "educational value."
- B. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension or cancellation of those privileges. (Each student who receives an account will be part of a discussion with the sponsoring teacher pertaining to the proper use of the network as outlined in the Code of Responsibilities). The system

administrator or attendant faculty member will determine what is appropriate use. The faculty, administration, and staff of the Twin Valley School District may request the system administrator to deny, revoke, or suspend specific user accounts. The system administrator will then notify the superintendent or his/her designee to determine whether to deny access privileges. The district reserves the right to monitor usage of the Internet for policy violations.

- C. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
1. Be polite. Do not get abusive in your message to others.
 2. Use appropriate language. Do not swear, use vulgarities or employ any other inappropriate language. Illegal activities are strictly prohibited.
 3. Do not reveal any personal addresses, phone numbers, or personal information about students or yourself.
 4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. Do not use the network in such a way that you would disrupt the use of this network by others.
 6. All communications and information accessible via the network should be assumed to be private property.
- D. Warranties – The Twin Valley School District and the Internet provider make no warranties of any kind, whether expressed or implied, for the service that it is providing. Twin Valley School District and the provider will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Twin Valley School District or the provider is at your own risk. Twin Valley School District and the provider specifically deny any responsibility for the accuracy or quality of information obtained through this service.
- E. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or attendant faculty member. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log-in to

the Internet as a system administrator will result in suspension or cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. Any confidential student evaluations, reports, grading material, or other items that would be considered to be protected information under the Family Educational Rights and Privacy Act shall not be disseminated through the use of e-mail or through the Internet.

- F. System Security – System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:
1. Employees and students shall not reveal their passwords to another individual.
 2. Users are not to use a computer that has been logged in under another student's or teacher's name.
 3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
 4. The owner of a log-in and password is responsible for any and all use under his/her log-in and password.
- G. Vandalism – Vandalism will result in the suspension or cancellation of privileges. Vandalism is defined as any malicious attempt to harm, change, or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the creation of computer viruses. Vandalism shall also include any actions that cause physical damage to property belonging to the school district or the provider.
- H. Updating Your User Information – Internet may occasionally require new registration and account information from you to continue the service. You must notify Internet of any changes in your account information (address, etc.). Currently, there are no user fees for this service.
- I. Exception of Terms and Conditions – All terms and conditions as stated in this document are applicable to the Twin Valley School District, the service provider, in addition to the NSFNET. These terms and conditions reflect the entire agreement of the parties and supercede all

prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Pennsylvania and the United States of America.

J. Code of Responsibility for Twin Valley School District Internet Users – All users of the Internet shall read and follow the guidelines listed below. Failure to comply with any of the guidelines will result in loss of access privileges.

1. All use of the Internet must be consistent with the definition of “educational value.”
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal business is prohibited, this includes the use of personal e-mail services, IM sessions, chat rooms or other applications that are not directly related to the content or curriculum of the TVSD.
4. Any devices, such as PDA’s, personal computers, jump drives or other storage or communication devices, are prohibited from connecting to our network , without authorization from the Network administrator.
5. Any devices that can record information, in audio, visual, or other formats must be authorized by the network administrator.
6. Any use of the network for product advertisement or political lobbying is prohibited.
7. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
8. Users shall not intentionally seek information on: obtain copies of; modify files, other data or passwords belonging to other users; or misrepresent other users on the network.
9. All communications 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, infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
12. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.

13. The illegal installation of copyrighted software for use on school district computer is prohibited.
14. The installation of any software to a school computer is prohibited without authorization from the network administrator. Exceptions to this are software for home printers and home internet services.
15. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
16. Subscriptions to Listservs must be reported to the building system operator or attendant teacher. Prior approval for Listservs is required for students.
17. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
18. From time to time, the Twin Valley School District will make determinations on whether specific uses of the network are consistent with acceptable use practice.
19. Computer software is to be considered the property of others and is protected by copyright and shall only be used in accordance with licensing agreements. Software on school computers may not be copied either onto personal diskettes or onto other computers through electronic mail or bulletin boards. Copies of software may not be given, sold, or lent to other parties without the written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.
20. Users shall not download any information without prior authorization from the system administrator. This includes screensavers, internet radio, video, toolbars, freeware or shareware, and all other types of applications or programs.
21. There shall be no dissemination of any private student communications, Category A, B, or C data, pursuant to Pennsylvania State Department of Education regulations or promulgated pursuant to the Family Educational Rights and Privacy Act. The Twin Valley School District reserves the right to log Internet use and monitor fileserver space utilization by users while respecting the privacy of user accounts. The Twin Valley School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity.
22. The responsibility for any and all use of a log-in and password rests with the owner of that log-in and password.