

# Twin Valley School District

No. 815

SECTION(S): Operations  
TITLE: Acceptable Use of Electronic Resources  
ADOPTED: February 20, 2001  
REVISED: May 21, 2018

		No. 815 - Acceptable Use of Electronic Resources	
1	1. Purpose		1
2		The TWIN VALLEY SCHOOL DISTRICT (district) provides employees,	2
3		students, School Board Members, and guests (users) with approved	3
4		access to the district's technology resources to be used for	4
5		educational purposes including but not limited to electronic	5
6		communications systems, computers, computer networks,	6
7		networked devices, hardware, software, internet access, copiers and	7
8		cameras.	8
9			9
10		Any unauthorized third-party usage of the district's, computers,	10
11		network, internet, electronic communications and information	11
12		systems is prohibited.	12
13			13
14		The use of the district's technology resources shall be consistent	14
15		with the curriculum adopted by the district and made available for	15
16		the performance of job duties consistent with the educational	16
17		mission of the district. Instructional needs, learning styles, abilities	17
18		and developmental levels of students shall be taken into	18
19		consideration. All use for any purpose must comply with this policy	19
20		and all other applicable codes of conduct, policies, procedures, and	20
21	2. Definitions	rules and must not cause damage to the district's technology	21
22		resources.	22
23			23
24		All employees and students are responsible for the appropriate and	24
25		lawful use of the district's technology resources. This policy is	25
26		intended to ensure that all users continue to enjoy access to the	26
27		district's technology resources and that such resources are utilized	27
28		in an appropriate manner and for purposes consistent with the	28
29		curriculum adopted by the district.	29
30			30
31		<u>Child Pornography</u> - see Act 47 U.S.C. § 254; and Act 24 P.S. §	31
32		4601	32
33			33
34		<u>District Technology Resources</u> - All technology owned and/or	34
35		operated by the district, including but not limited to computers,	35
36		audio/visual systems, mobile devices, printing/copying devices,	36
37		scanning devices, cameras and other media equipment, hardware,	37
38		software, networking equipment/devices or network/resource	38
39		accounts.	39
40			40
41		<u>Educational Purpose</u> - Use that is consistent with the curriculum	41
42		adopted by the district as well as the varied instructional needs,	42
43		learning styles, abilities and developmental levels of students.	43
44			44
45		<u>User(s)</u> - Anyone who utilizes or attempts to utilize district	45
46		technology resources while on or off district property. The term	46
47		includes, but is not limited to, students, staff, parents or guardians,	47
48		and any guest(s) to the district that may be approved to use district	48
49		technology.	49
50			50

1	3. Authority	The electronic information available to students and staff does not	1
2		imply endorsement by the district of the content, nor does the	2
3		district guarantee the accuracy of information received. The	3
4		district makes no guarantee that the functions or services provided	4
5		by or through the district internet, computers or network resources	5
6		will be error-free or without defect.	6
7			7
8		The district shall not be responsible for any information that may	8
9		be lost, damaged or unavailable when using the network or for any	9
10		information that is retrieved via the Internet.	10
11			11
12		The district shall not be responsible for any unauthorized charges	12
13		or fees.	13
14			14
15		The Board establishes that network use is a privilege, not a right;	15
16		inappropriate, unauthorized and illegal use will result in	16
17		cancellation of those privileges as well as appropriate disciplinary	17
18		action.	18
19			19
20		While using district-owned devices, users must utilize the district's	20
21		wired or wireless networks for access to the internet when	21
22		operating in or attending district schools and facilities. Other	22
23		means of access are not permitted (e.g. WIFI hotspots, personal	23
24		internet access, open/rogue networks etc.)	24
25			25
26		The district will implement internet and network safety measures	26
27		through policy, guidelines and technology to filter access by	27
28		minors, protect users' safety and security, and against	28
29		unauthorized access, disclosures or dissemination of users'	29
30		information.	30
31			31
32	4. Delegation of	The Superintendent or designee shall develop procedures, in	32
33	Responsibility	cooperation with the district technology staff, for the acceptable use	33
34		of all district technology resources.	34
35			35
36	5. Guidelines	<u>Use of Personal Electronic Devices</u> - see SB Policy 237	36
37			37
38		<u>Unauthorized Use Prohibited</u> - Only users who have agreed to abide	38
39		by the terms of this policy may utilize the district's technology	39
40		resources. Unauthorized use, utilizing another user's district	40
41		account, or exceeding one's authorization to use district technology	41
42		resources is prohibited.	42
43			43
44		<u>Privacy</u> - The district reserves the right to monitor any user's	44
45		utilization of district technology resources. Users have no	45
46		expectation of privacy while using district technology resources	46
47		whether on or off district property. The district may monitor,	47
48		inspect, copy, and review any and all usage of district technology	48
49		resources including information transmitted and received via the	49
50		internet to ensure compliance with this and other district policies,	50

1		and state and federal law. All emails and messages, as well as any	1
2		files stored on district technology resources may be inspected at any	2
3		time for any reason.	3
4			4
5		<u>Filtering and CIPA Compliance</u> - The district reserves the right to	5
6		restrict access to any internet site or resource it deems inappropriate	6
7		through established policy. As required by law, the district shall	7
8		utilize content and messaging filters designed to prevent users from	8
9		accessing materials deemed obscene, offensive, pornographic,	9
10		harmful to minors or otherwise inconsistent with the district's	10
11		educational mission. Such restrictions will apply to all district	11
12		devices and users.	12
13			13
14		<u>Monitoring</u> - District technology resources shall be periodically	14
15		monitored to ensure compliance with this and other district policies	15
16		including monitoring of users' online activities. The network	16
17		administrator designated by the Superintendent shall ensure that	17
18		regular monitoring is completed pursuant to this section. The	18
19		Superintendent or designee shall also implement procedures to	19
20		ensure that district technology resources are not utilized to track the	20
21		whereabouts or movements of individuals, and that remotely	21
22		activated cameras and/or audio are not utilized.	22
23			23
24		<u>District Provided Resources</u> - District technology resources may be	24
25		assigned or allocated to an individual user for his or her use (e.g.	25
26		individual email accounts, laptop computers, mobile devices, etc.).	26
27		Despite being allocated to a particular user, the technology resources	27
28		remain the property of the district and may be revoked, suspended,	28
29		or inspected at any time to ensure compliance with this and other	29
30		district policies. Users do not have an expectation of privacy in any	30
31		district provided technology resource or any of its contents.	31
32			32
33		<u>Social Media and Networking</u> - The district is not responsible for, nor	33
34		does it endorse messages, narratives or rhetoric published by users	34
35		whose content is inconsistent with the educational purpose of the	35
36		district. In addition, users shall not publish or post information	36
37		deemed confidential or non-public.	37
38			38
39		<u>Incidental Personal Use</u> - Occasional personal use by an individual	39
40		must comply with this policy and all other policies, procedures, and	40
41		rules, and may not interfere with the employee's duties or the	41
42		educational purpose of the district.	42
43			43
44	6. Prohibitions	The following uses of district technology resources are prohibited:	44
45		1. Use of technology resources to violate the law, facilitate illegal	45
46		activity, or to encourage others to do so.	46
47		2. Use of technology resources to violate any other district policy.	47
48		3. Use of technology resources to engage in any intentional act	48
49		which might threaten the health, safety, or welfare of any	49
50		person or persons.	50

1		4. Use of technology resources to cause, or threaten to cause	1
2		harm to others or damage to their property.	2
3			3
4	7. Consequences	Violations of this policy may result in the temporary or permanent	4
5		revocation of a user's right to access district technology resources.	5
6		Additionally, users may be subject to other forms of disciplinary	6
7		actions for violations of this policy and/or local, state, and federal	7
8		law.	8
9			9
10			10
11		<u>References:</u>	11
12			12
13		18 USC 2256 <i>Harmful materials definitions</i>	13
14			14
15		18 PA CSA 6312 <i>Sexual abuse of children</i>	15
16			16
17		20 USC 6777 <i>Internet safety</i>	17
18			18
19		18 PA CSA 5903 <i>Obscene and other sexual materials and</i>	19
20		<i>performances</i>	20
21			21
22		24 PS 4604 <i>School entity Internet policies</i>	22
23			23
24		24 PS 4610 <i>School entity Internet Disabling blocking technology for</i>	24
25		<i>use by certain persons</i>	25
26			26
27		47 U.S.C. § 254; and Act 24 P.S. § 4601 <i>Children's Internet</i>	27
28		<i>Protection Act</i>	28
29			29
30		SB Policy 237	30
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