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Clearfield Area School District
Technology Acceptable Use Policy

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Revised: 3/12

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1. INTRODUCTION

The Clearfield Area School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Clearfield Schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.   The use of these technology resources is a privilege, not a right.

Access to the technology resources may include a network login account, an email account or Internet access. The purpose of these resources is to support the user's education or employment. Use is restricted to those activities consistent with the goals and objectives of the Clearfield Area School District. By using any of these resources, the user agrees to comply with the policies defined in this document.

2. TERMS and CONDITIONS

A. Privileges The use of Clearfield Area School District's technology resources is a privilege, not a right. Inappropriate use can result in a suspension or cancellation of this privilege. Teachers, Administrators, and Technology Department personnel deem what is inappropriate use and may take corrective action.

While the School District offers the use of technology resources to you as a privilege, there is no reasonable expectation of privacy in technology resources you access. In that regard, users should be aware that any hardware or software provided by the School District remains the property of the School District. The District retains the right to monitor the use of this property. School District officials can and will monitor the electronic mail system usage, including actual email messages.

B. Education The 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.

C. PERSONAL RESPONSIBILITY Users assigned a network login account, an email account or access to secure programs are responsible for their account and password and are responsible for keeping these items secure. All users have the option to change their passwords and should not share their passwords with anyone. Users are responsible for any information to which they have access. Once a user receives a network login account, email account or access to secure programs, that user is solely responsible for all actions taken while using the login account. Since each user is responsible for keeping his/her password secure, any user that shares his/her password will be solely responsible for actions taken by the person to which the user gave his/her password.

D. ACCEPTABLE USE The Clearfield Area School District provides technology resources in accordance with the District's educational objectives. All software and hardware is to be approved and maintained by the Technology Department. Users of these resources are to abide by these following rules:
• Equipment is to be used only by the intended user.
• Do not bring in personal equipment or software.
• Do not move equipment within or remove from district property without permission from the Technology Department.
• Do not write on, damage or destroy equipment.
• Do not download or install software without permission from the Technology Department.
• Do not modify configuration settings without permission from the Technology Department.
• Do not use resources for product advertisement, political lobbying, gambling or any illegal activities.
• Do not use technology resources for transferring or duplicating material in violation of any U.S. or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, software or material protected by trade secret.
• Do not access websites that are not in conjunction with the goals and objectives of the Clearfield Area School District, i.e. fantasy sports, gambling, shopping, etc.
• Do not use chat features, either online or software based.
• Do not access games. Elementary students may access a game if it is educational, monitored by a teacher and included in the teacher's lesson plan.
• Do not monopolize technology resources or the internal network, such as accessing online games, chat rooms or other inappropriate websites, running large print jobs or sending mass email messages.

• Do not access resources using someone else's account and password.

The above list is only meant to serve as an example of activities the School District does not deem to be an Acceptable Use. The School District reserves the right to determine if any activity reported or discovered, that does not appear on the above cited list, constitutes an unacceptable use of the technology resources.

E. E-MAIL ETIQUETTE
• Be polite. Do not write or send abusive messages to others.
• Harassment, threats, intimidation and other behavior contrary to the educational goals of the Clearfield Area School District are prohibited.
• Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, images, symbols or photos.
• Avoid offensive or inflammatory speech.
• Do not reveal the personal address or telephone number of anyone.
• Refrain from accessing, reading or any other use of electronic mail addressed to another person.
• Electronic mail is not guaranteed to be private. Administrators of the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

The above list is only meant to provide examples of activities the School District prohibits with regards to the use of its email system. The School District reserves the right to determine if any activity reported or discovered, not appearing on this list, is contrary to the Email Etiquette or Acceptable Use Policy.

F. VANDALISM
• Do not damage, destroy or alter the physical configuration of equipment.
• Do not destroy or harm the data of another user.
• Do not use District technology to upload, download or create viruses.
• Do not use District technology to hack or attempt to hack into any system.

The above list is only meant to provide examples of activities the School District considers to be vandalism of its technology resources. The School District reserves the right to determine if any other activity that may be reported and that does not appear on the aforementioned list constitutes vandalism of the School District's technology resources.

G. SECURITY
• Users should notify a Teacher, an Administrator, or Technology Department personnel of any violations of this policy taking place. This may be done anonymously.
• Illegal activities may not be conducted using the District's technology resources.
• Personal attacks or purposefully annoying other users, inside or outside of the District, is prohibited.

H. VIOLATION
• Violation of this policy may result in suspension or cancellation of access privileges. Suspension or cancellation of privileges may prevent users from performing their job or completing assignments for other classes.
• Technology Department personnel may suspend or close an account at any time.
• Administration and Faculty may also request the Technology Department to deny, revoke or suspend specific user accounts.
• Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Clearfield Area School District's technology resources.
• Abusers of this policy will be given due process, and appropriate actions will be taken.

The School District reserves the right to use any and all remedies, penalties, and punishments provided in the Pennsylvania School Code and Pennsylvania Crimes Code, as well as any other federal or state laws, and policies and directives of the Board of School Directors or Administrators. As a user of the School District's technology resources, it is understood certain actions in violation of state or federal laws could result in civil and/or criminal penalties.

I. CONTENT FILTERING In compliance with the *Child Internet Protection Act* (CIPA), Clearfield Area School District provides content filtering on resources accessing the Internet. URLs, search engine results and email are filtered by key words. Content areas used to filter and/or block websites are listed and defined as follows:

ADULT'S ONLY: Material labeled by its author or publisher as being strictly for adults. (Examples: "Adults only," "You

must be 18 to visit this site," "Registration is allowed only for people 18 or older," "You must be of legal drinking age to visit this site").

ALCOHOL: Advocating or promoting recreational use of alcohol.

AUCTIONS: All URLs that offer access to online auctions. Online auctions are rarely monitored for content and contain rapidly changing material, potentially exposing users to material that would otherwise be filtered under other categories, such as Porn, Weapons, Lingerie, Violence, etc.

CHAT: Chat sites, or services that allow short messages to be sent to others immediately in real time. Down-loadable chat software.

DRUGS: Advocating or promoting recreational use of any controlled substance.

ELECTRONIC COMMERCE: The E-Commerce category includes any site that allows users to make online purchases of any commodity. In addition to potentially posing a risk to users by offering direct access to commodities normally filtered under other categories, such as Weapons, Profanity, Lingerie, Porn, etc., these sites can be considered a distraction from normal productive use of the Internet.

FREE EMAIL: Sites that offer e-mail accounts over the Web for free. Such sites can expose users to harmful content delivered via e-mail file attachments. Blocking such sites also helps to enforce local acceptable-use policies when e-mail is already provided locally to users.

FREE PAGES: Sites where home page space is offered for free. These sites historically have done nothing to prevent capricious abuse of their services by users who post offensive content under multiple pseudonyms, making them difficult to track.

GAMBLING: Gambling services, or information relevant primarily to gambling.

GAMES: Computer games and related information, whether playable online or downloadable.

HATE/DISCRIMINATION: Advocating discrimination against others based on race, religion, gender, nationality, or sexual orientation.

ILLEGAL: Advocating, promoting, or giving advice on carrying out acts widely considered illegal. This includes lock-picking, bomb-making, fraud, breaching computer security ("hacking"), phone service theft ("phreaking"), pirating software, or evading law enforcement.

JOKES AND HUMOR: Jokes and humor.

LINGERIE: Models in lingerie.

MESSAGE/BULLETIN BOARDS: Sites that permit semi-permanent messages to be posted and read by others.

NUDITY: Bare or visible genitalia, pubic hair, buttocks, female breasts, etc.

PERSONAL INFORMATION: Sites that gather personal information (name, address, phone number, and so on).

PERSONALS: Personal advertisements, including "mail-order brides."

PORNOGRAPHY: Material intended to be sexually arousing or erotic.

PROFANITY: Crude, vulgar, or obscene language or gestures.

RECREATION/ENTERTAINMENT: Recreation and entertainment information other than Games, Jokes, or Sports.

SCHOOL CHEATING INFO: Any site that promotes plagiarism or similar cheating among students (such as by offering term papers, exam keys, etc.).

SEX: Images or descriptions of sexual activity. Any sexual merchandise. Sexual fetishism.

SUICIDE/MURDER: Information on committing murder or suicide.

SWIMSUITS: Models in swimwear, especially fashion swimwear photos.

TASTELESS/GROSS: Bodily functions. Tasteless humor. Graphic medical photos. Some extreme forms of body modification (cutting, branding, genital piercing).

TOBACCO: Advocating or promoting recreational use of tobacco.

VIOLENCE: Graphic images or written descriptions of wanton violence or grave injury (mutilation, maiming, dismemberment, etc.). Includes graphically violent games.

WEAPONS: Information on use of weapons, weapon collecting, or weapon making.

J. LIABILITY The Clearfield Area School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Clearfield Area School District will not be responsible for any damages suffered through use of or accessing any of its technology resources. This also includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at your own risk. The Clearfield Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its telecommunication services.