

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**INTERNET SAFETY AND ACCEPTABLE USE POLICY (AUP)**

PURPOSE

Network resources such as, but not limited to, Internet access, and electronic mail (e-mail) are available to employees and students in the Lampeter-Strasburg School District (School District) solely for educational and instructional purposes and other purposes consistent with the educational mission of the School District. Use of the Internet and e-mail is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With the Internet and e-mail comes the accessibility of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information sent or received by persons who use the Internet or e-mail, and the School District cannot ensure that students who use the Internet or e-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School District believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may access inappropriate or offensive material. The School District will take appropriate precautions to filter access to the Internet and e-mail pursuant to the Children's Internet Protection Act (CIPA). These filtering and security measures will make this technology a positive resource for education. In addition, the School District will promote proper Internet etiquette and Internet safety.

PROCEDURES

- A. Access Agreement. All students, administrators, and teachers who use the Internet, e-mail and other network resources through the School District's equipment, devices, or network must agree to abide by all conditions of this policy. Each user must sign the School District's Internet Safety and Acceptable Use Agreement ("Agreement"), which is attached to this Policy. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the School District's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or School District staff member.
- B. Monitoring. The School District has the right, and in its sole discretion may exercise the right, to log, monitor, and review Internet, e-mail and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a School District's computer by the use thereof agrees and consents to such logging, monitoring, and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, e-mail, or other network usage. Network storage areas may be treated like school lockers. The technology administrator 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 School District servers or computers will not be private.
- C. Filter. The School District will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter may be customized by the technology administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.
- D. Understanding of Network Connection. The School District provides both wireless and wired connectivity to the Internet, e-mail, and network resources. Staff members are permitted to

connect personal devices to a specially designated wireless guest network. Students may connect personal devices to a specially designated wireless guest network only as directed by a building administrator and in coordination with instructional staff. Use of a personal network device shall be conducted pursuant to Policy 4116.52 and 5133.7.

- E. Electronic Messaging Definition. Electronic messaging is broadly defined as any means of electronic messaging or unified communication including, but not limited to, typical and traditional e-mail systems, text messaging systems, instant messaging systems, video and voice messaging systems, and/or other communications methods.
- F. Computers and/or Electronic Devices Definition. Computers and/or electronic devices are broadly defined as any device that can be connected to the network and be used to access the Internet, e-mail, and/or any other network resource or other computer. These devices include, but are not limited to, typical computers, Tablet computers, personal digital assistants, Smartphones, or any other electronic device that can interact with electronic media/data via a wired or wireless connection.

#### ACCEPTABLE USE POLICY

- A. Prohibitions. Use of the Internet, e-mail, network resources and all mobile and personal devices must be in support of the instructional program and educational mission of the School District. With respect to all users, the following are expressly prohibited:
- Use of and connectivity to unauthorized local or wide area network (LAN or WAN) resources during the school day.
  - Any use which is not in support of the instructional program and educational mission of the School District during the school day.
  - Use for inappropriate or illegal purposes.
  - Use in an illegal manner or to facilitate illegal activity.
  - Use for commercial, private advertisement, or for-profit purposes.
  - Use for lobbying or political purposes.
  - Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, or software or hardware components of a computer or system.
  - Hate mail, harassment, discriminatory remarks, threatening statements, and other antisocial communications on the network.
  - Illegal installation, distribution, reproduction, or use of copyrighted software.
  - Use to access, view, or obtain material that is pornographic or child pornography.
  - Use to transmit material likely to be offensive or objectionable to recipients.
  - Use to obtain, copy, or modify files, passwords, data, or information belonging to others.
  - Use to misrepresent or impersonate other users on the network.
  - Use of another person's e-mail address, user account, or password.

- Installing or use of unauthorized games, programs, files, music, or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified, or abused in any way).
- Use to propagate, create, or attempt to create a computer virus.
- The unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating, or posting materials or communications that are:
  - Damaging to another's reputation,
  - Abusive,
  - Obscene,
  - Sexually oriented,
  - Threatening,
  - Violates the School District policy on unlawful harassment,
  - Harassing, or
  - Illegal.
- Use which involves any copyright violation or for the copying, downloading, or distributing of copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines.
- Use to invade the privacy of other persons.
- Posting anonymous messages.
- Use to read, delete, copy, or modify the e-mail or files of other users or interfering with the ability of other users to communicate and otherwise be productive.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the Filter or any security measure.
- Use inconsistent with network etiquette and other generally accepted etiquette.

B. Students. Student users (and any other minors) also:

- shall not use the system to access inappropriate materials or materials that may be harmful to minors.
- shall not disclose, use, or disseminate any personal identification information of themselves or other students that is not for appropriate instructional activities and projects.
- shall not engage in or access chat rooms, voice and videoconferencing or instant messaging without the permission and direct supervision of a teacher or an administrator during the school day.

C. Internet Safety and Etiquette. Students will receive yearly instruction related to issues of cyber bullying, harassment, internet safety, and appropriate behaviors to exhibit when communicating with others on the Internet.

D. Security. Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security problems to the technology administrator

immediately. The problem is not to be demonstrated to other users.

- E. Transmission of Sensitive Information. Internet users must recognize that material posted on the internet should be considered “permanent.” Each user must exercise caution in order to protect an individual’s private data from submission to sites that will collect or use this information to do harm. To the extent that the School District will prevent these resources from being compromised, discretion must be advised in dealing with outside resources at all times.

#### CONSEQUENCES OF INAPPROPRIATE USE

Failure to follow the procedures and prohibitions listed in this policy may result in the loss of the right to use technology devices, loss of access to network resources, e-mail privileges and appropriate disciplinary action up to and including termination of employment, for employees, and expulsion, for students. The user, whether a student or employee, shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. Illegal use of any technology device or products, such as intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

Employees who violate this policy and the Acceptable Use Agreement may be disciplined up to and including termination of their employment.

Students who violate this policy and the Acceptable Use Agreement may be disciplined up to and including expulsion from school.

The use of technology, the Internet, and e-mail is a privilege, not a right. School District administrative staff, along with the technology administrator, will deem what is appropriate and inappropriate use, and their decision is final.

#### OTHER ISSUES

- A. Disclaimer. The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School 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 use of the School District’s computers is at the user’s risk. The School District disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.
- B. Charges. The School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
- C. Software. User, whether a student or employee may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has received specific, prior written permission from the technology administrator.
- D. Mass Staff E-mail. A mass e-mail to all employees must be sent by an authorized administrator or expressly authorized delegate. Such e-mails must have appropriate content and be approved for all employees.
- E. Automatic Forwarding of Personal E-mail Accounts. Personal e-mail accounts are not to be forwarded to your School District school assigned e-mail account, as we are legally required to back up e-mail entries.

**Approved by Board of School Directors 12/03/12  
Supersedes Policies Dated 05/04/98, 10/01/01, 10/03/05, and 11/03/08**

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT**

I understand, accept, and will abide by the Lampeter-Strasburg School District's Internet Safety and Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to e-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the School District's computers; I acknowledge that all aspects of my use of the School District's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the School District's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action, and/or legal action.

I understand that the School District makes no assurances of any kind, whether expressed or implied, regarding any Internet or e-mail services. I further understand that the use of any information obtained via the Internet and/or e-mail is at my own risk; that the School District specifically disclaims responsibility for the accuracy or quality of such information; and that the School District is not, and will not be, responsible for any damage or loss which I suffer.

\_\_\_\_\_  
Staff/Student Name (Please Print)

\_\_\_\_\_

Staff/Student Signature

\_\_\_\_\_

Date

**Note: For student users, parent or guardian must also read and sign this agreement.**

**AGREEMENT AND NOTICE TO PARENTS/GUARDIANS**

Due to the nature of the Internet and e-mail, it is neither practical nor possible for the School District to ensure compliance at all times with the School District's Internet Safety and Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and e-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and e-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and e-mail.

As a parent/guardian of \_\_\_\_\_, I acknowledge that I received and understand the School District's Internet Safety and Acceptable Use Policy and the School Internet Safety and Acceptable Use Agreement being signed by my child.

I understand that Internet and e-mail access is designed for educational and instructional purposes and that the School District will discourage access to inappropriate and objectionable materials and communications. However, I recognize it is impossible for the School District to prevent access to all inappropriate and objectionable material, and I will not hold the School District responsible for materials acquired or contacts made through the Internet or e-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and e-mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and e-mail; that there is no practical means for the School District to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the School District to monitor and review any communications to or from my child on the Internet and e-mail, I

recognize that it is not possible for the School District to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and e-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate and that such behavior may result in the termination of access, disciplinary action, and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the School District to provide my child with Internet and e-mail access. I agree to compensate the School District for any expenses or costs it incurs as a result of my child's violation of the Internet Safety and Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the School District responsible for any matter arising by reason of or relating to (a) my child's violation of the School District's Internet Safety and Acceptable Use Policy or (b) any materials acquired by my child, or contacts made by or to my child, through the Internet or e-mail.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date