

AVON GROVE SCHOOL DISTRICT

SECTION: PUPILS
TITLE: ACCEPTABLE USE POLICY
FOR DIGITAL TECHNOLOGY
ADOPTED: OCTOBER 24, 2002
REVISED: JUNE 12, 2008

ACCEPTABLE USE POLICY FOR DIGITAL TECHNOLOGY	
A. Purpose	The Avon Grove School District is providing its students with access to digital technologies for showcasing innovative teaching strategies, classroom projects, student multimedia presentations and other academic purposes. This access is limited to educational purposes and is intended to enhance the academic-related capabilities of district students.
B. Authority	The District reserves the right to prioritize use and access to its systems, and does not intend to create a First Amendment forum for free-expression purposes. The District owns the computer, e-mail and voicemail systems and access is provided as a benefit of school attendance. Access to digital technology is a privilege, not a right.
C. Definitions	Digital Technology shall include, but not be limited to District owned, provided, or operated electronic mail, voicemail, internal network, software and internet.
D. Access Privileges P.L. 106-554 §1732	<p>During the first two full weeks of school <u>By September 30</u>, all students will be granted access to the District's digital technologies unless a parent/guardian requests otherwise. By the end of the first two full weeks of school <u>September 30</u>, the student's parents or guardian will be required to sign a statement indicating that he or she has read this policy in order for the student to continue to have access to the District's digital technologies. The following guidelines apply to this privilege:</p> <ol style="list-style-type: none">1. All students may be granted a network account by the District.2. The District has the right to place reasonable restrictions on the use of any and all portions of its digital technologies, including, but not limited to, equipment, resources and material that users access or post through the system.3. District digital technologies are not intended as a public forum and shall not be treated as such.4. Use of the District digital technologies shall be for academic purposes.5. All students are responsible for following all District policies and procedures at

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<p>P.L. 94-5853 §107</p>	<p>all times when using the District digital technologies.</p> <p><u>6.</u> The District reserves the right to access any information and files stored on digital technologies.</p> <p>6-7. <u>The District monitors on-line activities utilizing digital technologies.</u></p> <p>7-8. The District reserves the right to deny or terminate access to any and all students who have been identified as a security risk by the District or who have a history of violations of this policy or any other Acceptable Use Policy.</p> <p>8-9. The individual in whose name the account is issued is responsible for its proper use at all times.</p> <p>9-10. Teachers who permit students to access digital technologies shall review this policy with those students prior to accessing the Internet.</p> <p>10-11. Student account information shall be maintained in accordance with applicable education records law and District policy.</p> <p>11-12. Teachers wishing to publish the work (poetry, short stories, drawings, etc.) of a student using digital technologies must first obtain written permission from the parent or legal guardian of that student. The written permission shall be in the form of the <i>Avon Grove School District Policy, Permission for Student Work and Photographs to Appear on the Internet</i> (see attached). This policy of written permission does not apply to reproductions of official hardcopy publications (e.g. District Newsletter) or official Avon Grove School District submissions to non-district hardcopy publications (e.g. <i>Avon Grove Sun, Daily Local, Philadelphia Inquirer, etc.</i>).</p> <p>12-13. Copyrighted material shall be used in accordance with the fair use doctrine, copyright law and District policy, and shall be appropriately cited.</p> <p>13-14. Only instructional software materials approved by the Network Administrator may be loaded on the District digital technologies.</p> <p>14-15. When using the digital technologies as a resource tool, students should cite resources appropriate to their developmental level.</p> <p>15-16. Only instructional or other appropriate software materials approved by the Network Administrator may be loaded on District digital technologies.</p> <p>16-17. Files resulting from digital technologies are considered to be for academic purposes of the District. Accordingly, any files may be used in administrative, judicial or other proceedings, subject to legally applicable privilege protection</p>
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<p>E. Prohibited Uses P.L. 106-554 §§1711 and 1721; 20 U.S.C. §677</p>	<p>and the application of pertinent rules of discovery.</p> <p>All users are expected to act in a responsible, ethical and legal manner. The following is a list of specifically prohibited actions concerning use of the District’s digital technologies.</p> <ol style="list-style-type: none"> 1. Digital technologies shall not be used for purposes inconsistent with or in violation of the District’s missions, goals, policies, or federal, state and local laws, including, but not limited to, copyrighted material or material protected as a trade secret. 2. There shall be no sharing of passwords without written permission from an administrator or Network Administrator. 3. No personal software or disks may be loaded onto the District’s digital technologies without permission of the Network Administrator. 4. An attempt by a student to log on to the digital technologies in the name of another individual, with or without the individual’s permission, is prohibited. 5. Digital technology users shall not evade, change or exceed resource quotas as set by the administration. 6. Transmission of material, information or software in violation of any District policy or regulation, local, state, federal law or regulation is prohibited. 7. Users may not use digital technologies to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, that advocates violence or discrimination towards others (hate literature) or that is in any way considered inappropriate in the District’s educational environment. 8. Users may not post personal information on the Internet about themselves or other people utilizing the District’s digital technologies. Personal contact information includes, but is not limited to, address, telephone, school address, work address, pictures (except as permitted under Section (D)(4+12) of this Policy) or video bites, and clips. 9. Any attempt to harm or destroy District digital technologies or other networks or users connected to the District’s digital technologies shall constitute vandalism. This includes, but is not limited to, the uploading, downloading or creating of computer viruses. 10. Any attempt to deliberately disrupt the network, circumvent filtering software, interfere with computer performance, or interfere with another user’s ability to use of the network is prohibited.
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	<p>11. Users shall not use the District’s digital technologies to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.</p> <p>12. Users shall not post information that could endanger an individual, cause personal damage, or cause the potential for network disruption.</p> <p>13. Users shall not knowingly or recklessly post false or defamatory information about a person or organization.</p> <p>14. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.</p> <p>15. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.</p> <p><u>16.</u> Users shall not harass others through use of District digital technologies. Harassment is defined for the purposes of this section as acting in a manner that distresses or annoys another person. See Board Policies 248, 348, 448.1 and 548 for further clarification.</p> <p>16.<u>17.</u> <u>Users shall not cyberbully others through use of District digital technologies. See Board Policy 252 for further clarification.</u></p> <p>17.<u>18.</u> Users shall not forward or post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.</p> <p>18.<u>19.</u> Plagiarism is prohibited and will be dealt with in accordance with the Student Code of Conduct and District policy.</p> <p>19.<u>20.</u> Unauthorized use of copyrighted materials is prohibited.</p> <p>20.<u>21.</u> Use of the digital technologies for solicitation for outside organizations, businesses or other matters not connected to the academic purpose of the District is prohibited.</p> <p>21.<u>22.</u> Commercial transactions, any business or advertising purposes (except where such activities are otherwise permitted or authorized under applicable District policies) or conducting unauthorized fundraising or advertising on behalf of the District or non-school district organizations is prohibited.</p> <p>22.<u>23.</u> Any other use that is found, upon the sole discretion of the District, to be an</p>
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<p>F. Security Responsibilities</p>	<p>inappropriate use of the District digital technologies is prohibited.</p> <ol style="list-style-type: none"> 1. Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. 2. Users shall follow any District virus protection procedures that have been implemented when downloading software or if they share a common file directory. 3. Users shall immediately notify a teacher or system administrator when any possible security problems are discovered. 4. Users shall promptly disclose to a teacher or other appropriate employee any message received that is inappropriate.
<p>G. Prohibiting Access to Inappropriate Material P.L. 160-554 §1732; 20 U.S.C. §6777; 47 C.F.R. 54.520</p>	<p>As required by law, the District will use filtering software to limit the likelihood of access to objectionable or unsuitable content that might otherwise be accessed via the Internet, <u>including but not limited to, visual depictions that are obscene, child pornography and/or harmful to a minor</u>. Due to the limitations of such technology, the District can make no guarantee that access to objectionable or unsuitable content will not occur. The District shall not be held legally responsible for a student's access to inappropriate material. It is the responsibility of the student not to initiate access to inappropriate material. If such material is encountered the student is expected to exit immediately and notify a teacher or administrator.</p> <p><u>The District shall educate minors about appropriate online behavior, including interactions with other individual on social networking websites and in chat rooms and cyberbullying awareness and response.</u></p>
<p>H. Due Process</p>	<p>In the event that a student is accused of violating this policy, the student shall be provided with written notice of the alleged violation and shall be provided an opportunity to be heard in a manner consistent with District policies, the Student Code of Conduct, and/or local, state and federal law, as applicable.</p>

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**Avon Grove School District Policy
Permission for Student Work and Photographs to Appear on the Internet**

As part of the infusion of technology into the curriculum, teachers may wish to publish student work (poetry, short stories, drawings, etc.) on the District web site. Parental permission to do so is necessary. Please read the information below and have your child return the completed form.

AGSD's policy regarding student work and photographs appearing on the District's website.

First name only will appear with student work.
No name will appear with photographs of students.

This policy does not include reproductions of official hardcopy publications (e.g., District newsletter) or official AGSD submissions to non-district hardcopy publications (e.g., Avon Grove Sun, Daily Local, Philadelphia Inquirer, etc.).

As with any item posted on a website that may be accessed through the Internet, there exists the possibility that the student's work and photographs may be used or transmitted beyond the anticipated users. Student work and photographs may be potentially recorded, transcribed, transmitted or otherwise utilized and distributed into a variety media by other Internet users. The District shall not, in whole or in part, have any liability for recording, transcribing, transmitting, utilization, or distribution by other Internet users.

PARENTAL PERMISSION FOR STUDENT WORK AND PHOTOGRAPHS APPEARING ON THE DISTRICT'S WEBSITE:

Please check the box that applies, sign, date, and return to your child's elementary teacher or middle school/high school homeroom teacher.

I grant permission for both my child's photograph and samples of my child's work to appear on the District web page.

OR

I grant permission for **only** samples of my child's work to appear on the District web page.

OR

I grant permission for **only** my child's photograph to appear on the District web page.

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_____ OR

I ~~do not~~ grant permission for my child's photograph or samples of my child's work to appear on the District web page.

My signature indicates that I understand that this form supersedes previous permission forms and that this agreement will remain in effect until I request a change in writing.

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Student's Name

School

Parent/Guardian Signature

Date