

Chester County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Internet Acceptable Use Policy	Descriptor Code: 4.4061	Issued Date: 09/17/98
		Rescinds:	Issued:

1 The Chester County School System is pleased to be able to offer access to the direct computer network
2 for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain
3 parental permission and must sign and return the attached student authorization form to the school office.
4 Employee must sign and return the attached employee authorization form to the superintendent's office
5 or school principal. While our intent is to make Internet access available to further educational goals
6 and objectives, students and employees may find ways to access other materials as well. We believe
7 that the benefits from access to the Internet, in the form of information resources and opportunities for
8 collaboration, exceed any possible disadvantages. Ultimately, parents and guardians are responsible for
9 setting and conveying the standards that their children should follow on the use of the Internet just as
10 they do on the use of all media information sources such as television, telephones, movies, and radio.

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12 This educational opportunity also entails a certain amount of responsibility. It is important that employ-
13 ees, students, and parents/guardians read and understand the following guidelines from Chester County
14 Schools. When access to the Internet is granted, it is extremely important that rules be followed. Mis-
15 behavior could result in temporary or permanent loss of access to the Internet. Violations may result in
16 disciplinary action up to and including suspension/expulsion for students and termination of employment
17 for employees. When applicable, law enforcement agencies may be involved.

18 19 **STUDENT RESPONSIBILITIES**

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21 Students are responsible for good behavior on school computer networks just as they are in a classroom
22 or a school hallway. Communications on the network are often public in nature. General school rules
23 for behavior and communications apply.

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25 The network is provided for students to conduct research and communicate with others. Access to
26 network services is provided to students who agree to act in a considerate and responsible manner. A
27 student signature and parent/guardian permission are required. Access is a privilege, not a right, and
28 entails responsibility.

29
30 Individual users of the district computer networks are responsible for their behavior and communications
31 over those networks, It is presumed that users will comply with district standards and will honor the
32 agreement they and their parents/guardians have signed.

33
34 Network storage areas will be treated like school lockers. Chester County School reserves the right to
35 review, monitor, and restrict information stored on or transmitted via Chester County schools owned or
36 leased equipment and to investigate suspected inappropriate use or resources.

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38 During school, teachers will guide students toward appropriate materials. Outside school, families bear
39 responsibility for guidance on the Internet just as they do with information sources such as television,
40 telephones, movies, radio, and other potentially offensive media.

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EMPLOYEE RESPONSIBILITIES

The use of the Internet and other telecommunication networks is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate central staff members or school principals will deem what is inappropriate use, and that decision is final. Employees who are granted access must remember that they represent Chester County Schools and as such, must respect the rights of others, protect the integrity of the information technology and observe all relevant laws, regulations, and contracts including software licensing agreements and copyright laws.

The Chester County School System reserves the right to review, monitor, and restrict information stored on or transmitted via Chester County Schools owned or leased equipment and to investigate suspected inappropriate use of resources.

INTERNET RULES

- Private, commercial, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- User passwords must be changed regularly using combinations of letters and/or numbers, avoiding standard English words and names.
- Backup copies of documents are the responsibility of the user.
- Anonymous communications are not allowed.
- Security violations must be reported to the principal/appropriate central staff member immediately.
- Personal information must be given out only in an instructional context or in the performance of Chester County Schools business.
- Software which enables remote access to the Chester County Schools network is not allowed unless approved in writing by the superintendent.
- Precautions to prevent viruses on Chester County equipment are the responsibility of the user.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All files and messages are subject to Chester County Schools district review.
- Messages must be deleted regularly to conserve space.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- Any action which violates existing Board policy or public law is prohibited.

**Students must complete the attached form and return it to the school office.
Employees must complete the attached form and return it to the director's office or the
school principal.**

CHESTER COUNTY SCHOOLS

Student Access Release and Authorization Form

As a user of the Chester County Schools computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken up to and including suspension/expulsion.

Student Signature: _____

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that he/she is expected to use good judgement and follow rules and guidelines in making contact on the telecommunication networks (e.g. the Internet).

Chester County Schools cannot be responsible for ideas and concepts that he/she may gain by his/her use of the Internet.

I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school district.

Parent/Guardian Signature _____ **Date** _____

Student Name _____

School _____ **Grade** _____

Student's Soc. Sec. # _____ **Birth Date** _____

Home Address & Zip Code _____

Home Phone _____ **Work Phone (if applicable)** _____

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CHESTER COUNTY SCHOOLS

Employee Access Release and Authorization Form

As a condition of using Chester County Schools telecommunications equipment, I understand that access to telecommunication network (e.g. the Internet is a privilege, and agree to the following:

- I will abide by such rules as adopted by chester County Schools including the Chester County Schools Acceptable Use Policy Agreement.
- Chester County Schools has the right to review any material stored on any system provided by the district and to edit or remove any material. I waive any right which I may otherwise have in and to such material.
- All information and services are available for informational purposes in pursuit of Chester County Schools goals.
- I release the Chester County School System and its offices, employees, and agents from any claims and damages arising from my use of the telecommunication networks.

I have read and agree to comply with the Chester County Schools Acceptable Use Policy Agreement. I understand that nay violation of these regulations is unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, may access privileges may be revoked, and disciplinary action may be taken up to and including termination of employment.

Employee's Name _____

Location _____

Employee's Signature _____ **Date** _____

APPROVED:

Principal's Signature _____ **Date** _____

Superintendent's Signature _____ **Date** _____