

# **Acceptable Use Policy**

## ***Greenville Area School District***

### **I. Introduction**

The Greenville Area School District believes every child is a candidate for greatness, therefore our mission is to equip all students with knowledge, competencies, and desire to face the challenges necessary to achieve fulfillment in a global society. The Library/Media Center is committed to providing opportunities and resources for students to access, use evaluate, and create information using traditional and electronic resources.

### **II. Purpose**

The purpose of this document is to establish a protocol for administrative, faculty, student, and community use of the Internet in the Greenville Area School District.

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **III. Authority**

The Internet is a way of organizing and delivering information over electronic networks that involves creation of one site that can then be linked to one or more sites. The World Wide Web, a graphical interface to the Internet, allows for the inclusion of pictures, videos, and sounds, text, animation and computer program code. Information can be in full color and can be constantly changing. Please keep in mind that the Internet is very interactive and makes it possible to send and receive any type of information that can be digitized.

The electronic information available to student and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use, monitor electronic mail and filespace utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that the use of the Internet is in accordance with all other district resources established for students. The free use of the Internet may be restricted to appropriately match individual student needs. Failure to comply with regulations will result in revocation of Internet access, or civil or criminal action under Pennsylvania or federal law.

#### IV. Policy

According to Title 18, article 3933, of Pennsylvania Computer Law, Unlawful use of a computer is defined as follows:

- (a) Offense defined – A person commits an offense if he:
  - (1) accesses, alters, damages or destroys any computer, computer system, computer network, computer software, computer program or database or any part thereof, with the intent to interrupt the normal functioning of an organization or to devise or execute any scheme or artifice to defraud or deceive or control property or services by means of false or fraudulent pretenses, representations or promises;
  - (2) intentionally and without authorization accesses, alters, interferes with the operation of , damages or destroys any computer, computer system, computer network, computer software, computer program or computer data base or any part thereof; or
  - (3) Intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification or other confidential information about a computer, computer system, computer network or database.
- (b) Definitions – As used in this section, the words and phrases shall have the meanings given to them in the section marked “glossary.”

District unacceptable/ prohibited use includes, but is not limited to the following:

- Violation of any said copyright laws

- Tampering with electronic mail, interfering with or intercepting delivery of mail, and the use of electronic mail for criminal purposes (felony offense). In accordance with the Electronic Communications Privacy Act, electronic mail is placed in the same category as messages delivered by the US Postal Service. Special Note: E-mail is not private; system operators have access to all e-mail messages and the right to monitor such messages sent or received from within the school district.
- Use of district computers and/or related accounts for purposes of communicating with outside parties in the world for non-educational reasons.
- Unauthorized downloading and/or installation of software to include all programs not pre-approved by the Technology Department.
- Vandalism, as defined as deletion, or reconfiguration of data; degradation of system performance; distribution of unsolicited advertising; propagation of computer worm/viruses (including Trojans); and similar behaviors.
- Physical alteration of district equipment such as removal of any internal/peripheral hardware.
- Alteration of district system configurations such as pre-established LANs, networked computers or printers, security setups, protocol setups, established user interfaces, or sharing of devices or drives without given authority from the Technology Department.
- Purposeful accessing of inappropriate web sites containing inappropriate language, vulgar or offensive content, or pornography. The receiving or transmitting of such material through electronic mail.

Any infractions will be dealt with using the discipline code in place at the school. This information will be updated annually and shared with the student body.

## **Glossary**

**Access** – To intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or database.

**Computer** – An electronic, magnetic, optical, hydraulic, organic or other high speed data processing device or system which performs logic, arithmetic, or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or network.

**Computer Network** – The interconnection of two or more computers through the usage of satellite, microwave, line or other communication media.

**Computer Program** – An ordered set of instructions or statements and related data that, when automatically executed in actual or modified form in a computer system, causes is to perform specified functions.

**Computer Software** – A set of computer programs, procedures and associated documentation concerned with the operation of a computer system.

**Computer System** – A set of related, connected or unconnected computer equipment, devices and software.

**Database** – A representation of information, knowledge, facts, concepts or instructions which are being prepared or processed or have been prepared or processed in a formalized manner and are intended for use in a computer, computer system or computer network, including, but not limited to, computer printouts, magnetic storage media, punched cards or data stored internally in the memory of the computer.

**Property** – Includes, but is not limited to, financial instruments, computer software and programs in either machine or human readable form, and anything of value, tangible or intangible.

**Services** – Includes, but is not limited to computer time, data processing and storage functions.