

HANOVER PUBLIC SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: INTERNET USAGE

ADOPTED: January 28, 1997

REVISED: September 24, 2002

<p>1. Purpose</p>	<p style="text-align: center;">815. INTERNET USAGE</p> <p>The Hanover Public School District will provide access to the Internet for students, with their parents' or guardians' consent, and for staff members, to locate material to meet their educational information and communication needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school district's strategic plan. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.</p> <p><u>Inappropriate Materials Warning</u></p> <p>Due to the nature of the Internet as a global network connecting thousands of computers around the world, we recognize that inappropriate materials, including pornography and obscenity, can be accessed through the network. The Hanover Public School District cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. The Hanover Public School District recognizes this risk and will take reasonable actions to protect students. In compliance with the federally enacted Children's Internet Protection Act (CIPA), the district provides filters that prohibit access to objectionable sites. Because the school district is unable to guarantee that a student will never access objectionable sources on the school's network, parents' signature on the Internet Access Agreement Form grants his/her child permission to utilize this tool in full recognition of the risk of accessing inappropriate material despite a filtering process. Accessing these and similar types of resources or transmitting such resources will result in suspension or other disciplinary measures in accordance with other district policies. Through a program of education, the school district will educate students and teachers about their individual responsibility to refrain from engaging in this and other unacceptable uses of the network, and as to the consequences of their actions if they violate the policy.</p>
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<p>2. Authority</p>	<p>The Hanover Public School District reserves the right to determine which network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the Internet and to log Internet use by students and employees. E-mail is restricted to teacher-assigned projects as an integral part of a curriculum process; therefore, is subject to review by school personnel and should never be considered private. If there is reason to believe that e-mail is being used for purposes specifically prohibited by this policy or for illegal activity, the user account will be disabled until school authorities can confer with the user to determine the nature of the problem. The school district reserves the right to revoke user privileges, remove user accounts, and refer matters to legal authorities when violation of this and any other applicable district policies occur, including, but not limited to, those governing network use, copyright, security and vandalism of district resources and equipment. The Hanover Public School District bears no responsibility for information that is lost, damaged or unavailable due to any cause.</p>
<p>3. Guidelines</p>	<p><u>Procedures</u></p> <p>Network accounts or access to the Internet will be used only by the authorized user for its authorized purpose. Accounts/access will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Account/access will be given out to only those individuals who meet the following requirements:</p> <ol style="list-style-type: none"> 1. Have read the Internet Access Agreement Form and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Students must have their parent or guardian sign this signature page indicating the parent or guardian's acceptance of the policy and agreement of the terms of the policy and their consent to allow the student to access and use the network. 2. Have received instruction on network access, use, acceptable versus unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities. <p><u>Prohibitions</u></p> <p>The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The activities listed below are strictly prohibited by all users of the network. The Hanover Public School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network.</p>

These prohibitions are in effect any time school district resources are accessed in any way whether in school, or indirectly through another Internet service provider.

1. Allowing an unauthorized person to use an assigned account.
2. Use of the network for or by students for non-school related purposes.
3. Use of the network to access or transmit obscene or pornographic material.
4. Use of the network to access or transmit material likely to be offensive or objectionable to recipients.
5. Use of the network by students to communicate through e-mail for non-educational purposes or activities.
6. Use of the network to participate in inappropriate and/or objectionable discussions or news groups.
7. Use of the network to transmit hate mail, harassment, discriminatory remarks, and other anti-social communications.
8. Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
9. Use of the network to access any fee-based online/Internet service. All costs incurred to the district or any individual because of this type of violation will be the responsibility of the user.
10. Use of the network which results in any copyright violation.
11. The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
12. Use of the network to intentionally obtain or modify files, passwords or data belonging to other users.

13. Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state and federal laws.
14. Loading, downloading or use of unauthorized games, programs, files or other electronic media.
15. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
16. Destruction of district computer hardware or software.
17. Use of the network to participate in Internet Relay chats (on-line real-time conversations).
18. Use of the network to facilitate any illegal activity.
19. Use of the network to misrepresent others using the network.
20. Use of the network for commercial or for-profit purposes.
21. Use of the name of the school district, use of written logos or web content provided by the district through its web site without the written permission of the Superintendent.
22. Use of the network to intentionally delete or damage files of data, destruction of hardware, copyright violations or any other violation of local, state or federal laws.

Consequences of Abuse of Responsibilities and Privileges

Any user of the network, whether student or employee, who violates the prohibitions listed in this policy, will have his/her user privileges revoked and may be subject to other disciplinary procedures according to existing and applicable school district policies. Consequences of violations may include:

- Suspension of information network access
- Revocation of information network access
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Report of illegal violation of local, state or federal laws to appropriate legal authorities
- Dismissal from employment
- Legal action and prosecution by the authorities

Dear Parents:

The Hanover Public School District believes that in order to prepare its students to participate and compete in the rapidly growing high technology world, instruction, guidance and practice in using the Internet must be provided. With the Internet, students will have access to worldwide electronic mail, information and communications from research and science institutions, government agencies, public academic library catalogs, and much more. Students will use the Internet to assist them in developing their information and communication skills and in achieving educational goals.

While the Internet provides access to thousands of educationally oriented resources appropriate for student use, the Internet also affords access to material inappropriate for school youth. The Hanover Public School District recognizes this risk and will take reasonable actions to protect students. In compliance with the federally enacted Children's Internet Protection Act (CIPA), the district provides filters that prohibit access to objectionable sites. Because the school district is unable to guarantee that a student will never access objectionable sources on the school's network, your signature on the attached page grants your child permission to utilize this tool in full recognition of the district's inability to guarantee complete protection from inappropriate material.

The Hanover Public School District will provide a student with training and access to the Internet only with parental consent. Please read the attached school district policy on student Internet access and discuss it with your child. If you accept the terms of this policy and wish to have your child be able to access the Internet, please sign the enclosed Internet Access Signature Page and return it to me.

We look forward to providing access to the Internet for your child as an important component of an expanded educational delivery system. Please contact me if you have any questions or concerns about this policy.

Sincerely,

(Principal's Signature)

HANOVER PUBLIC SCHOOL DISTRICT
Hanover, Pennsylvania 17331

STUDENT INTERNET ACCESS AGREEMENT FORM

The Hanover Public School District will provide access to the Internet for students with their parents' or guardians' permission to use the network provided said student and their parents or guardians agree to the provisions, requirements and network use outlined in Board policy. This policy strictly prohibits the following activities and any others determined by district authorities to be unacceptable uses of the network. These prohibitions are in effect any time school district resources are accessed in any way whether in school or indirectly through another Internet service provider.

1. Allowing an unauthorized person to use an assigned account.
2. Use of the network by students for non-school related purposes.
3. Use of the network to access or transmit obscene or pornographic material.
4. Use of the network to access or transmit material likely to be offensive or objectionable to recipients.
5. Use of the network by students to communicate through e-mail for non-educational purposes or activities.
6. Use of the network to participate in inappropriate and/or objectionable discussions or news groups.
7. Use of the network to transmit hate mail, harassment, discriminatory remarks, and other anti-social communications.
8. Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
9. Use of the network to access any fee-based on-line/Internet service. All costs incurred to the district or any individual because of this type of violation will be the responsibility of the user.
10. Use of the network which results in any copyright violation.
11. The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
12. Use of the network to intentionally obtain or modify files, passwords or data belonging to other users.
13. Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state and federal laws.
14. Loading, downloading or use of unauthorized games, programs, files or other electronic media.
15. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
16. Destruction of district computer hardware or software.
17. Use of the network to participate in Internet Relay Chats (on-line real-time conversations).
18. Use of the network to facilitate any illegal activity.
19. Use of the network to misrepresent others using the network.
20. Use of the network for commercial or for-profit purposes.
21. Use of the name of the school district, use of written logos or web content provided by the district through its website, without the written permission of the Superintendent.
22. Use of the network to intentionally delete or damage files of data, destruction of hardware, copyright violations or any other violations of local, state or federal laws.

HANOVER PUBLIC SCHOOL DISTRICT
Hanover, Pennsylvania 17331

EMPLOYEE INTERNET ACCESS AGREEMENT FORM

The Hanover Public School District will provide access to the Internet for employees provided said employees agree to the provisions, requirements and use outlined in Board policy.

This policy strictly prohibits the following activities. These prohibitions are in effect any time school district resources are accessed in any way whether in school or indirectly through another Internet service provider.

1. Allow an unauthorized person to use an assigned account.
2. Use of the network to access or transmit obscene or pornographic material.
3. Use of the network to access or transmit material likely to be offensive or objectionable to recipients.
4. Use of the network to participate in inappropriate and/or objectionable discussions or news groups.
5. Use of the network to transmit hate mail, harassment, discriminatory remarks, and other anti-social communications.
6. Use of the network to order or purchase, in the name of the school district or in the name of any individual, any type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
7. Use of the network to access any fee-based on-line/Internet service. All costs incurred to the district or any individual because of this type of violation will be the responsibility of the user.
8. Use of the network, which results in any copyright violation.
9. The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
10. Use of the network to intentionally obtain or modify files, passwords or data belonging to other users.
11. Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state and federal laws.
12. Loading, downloading or use of unauthorized games, programs, files or other electronic media.
13. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
14. Destruction of district computer hardware and software.
15. Use of the network to facilitate any illegal activity.
16. Use of the network to misrepresent others using the network.
17. Use of the network for commercial or for-profit purposes.
18. Use of the name of the school district, use of written logos or web content provided by the district through its website, without the written permission of the superintendent.
19. Use of the network to intentionally delete or damage files of data, destruction of hardware, copyright violations or any other violations of local, state or federal laws.

