

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY:

NUMBER: 815

TITLE: Acceptable use of technology and the internet

ADOPTED: January 23, 2020

REVISED:

<p>1. Purpose</p>	<p>Arts Academy Elementary Charter School provides employees and students with access to the school’s network and to the Internet on school-owned devices, whether wired or wireless, in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. The school also provides access to the Internet on personally-owned devices in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>This policy shall apply to all use of school technology, including the use of the school’s network. It shall also apply to all technology used by students on school grounds, during school-sponsored activities and all technology used by employees of the school when using such technology on school grounds, during school-sponsored activities, any time during their professional duties, or when representing themselves, via such technology, as staff members or representatives of the school. “Technology,” for the purposes of this provision, includes personal, non-school devices owned and/or used by students and employees.</p> <p>Access to the school’s network shall be for specific education-related purposes to access information and research; to collaborate; to facilitate learning and teaching and to foster the educational vision, mission and beliefs of the school. All students shall review this policy and associated technology guidelines before they utilize any school and/or personally-owned devices. The school reserves the right to restrict student use of school-owned technologies and personally-owned devices on school property or at school-sponsored events.</p>
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<p>2. Authority</p>	<p>The purpose of this policy is to help students, employees and guests understand acceptable use of Technology Resources. The use of the Technology Resources is a privilege that may be revoked at any time. Technology resources are not limited to school-owned devices and may also include personally owned devices.</p> <p>Any school-owned technology used during the school/work day or used off school property shall be considered part of the school's Technology Resources. Guidelines for acceptable use during work hours extend to the use of the school's technology after work hours and/or use of the school's Technology Resources from off campus sites through remote login procedures.</p> <p>Acceptable use of the school's network and associated technology is rooted in current school policy, accepted rules of network etiquette, federal and state laws, the Code of Conduct, the Code of Professional Practice and Ethics, Charter School Law and the Public School Code.</p> <p>The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of the information received. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information retrieved from the Internet. The school operates and enforces technology protection measures that filter online activities for all users so as to filter or lock inappropriate matter on the Internet.</p> <p>The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>Users have no privacy expectations in the contents of their personal files or any of their use of the school's network. The school reserves the right to monitor, track and/or log user access as well as monitor and allocate filespace and access to all user files.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>18 U.S.C. Sec 1460</p> <p>18 Pa. C.S.A. Sec. 5903</p>	<ol style="list-style-type: none">1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors. <p>Minor – for purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean the age of minority as defined by relevant law.</p> <p>Network – a system that links two (2) or more computer systems, including all components necessary to effect operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals including thumb and flash drives, storage media, software, and other computers and/or networks to which the network may be connected, such as the Internet or those of other institutions.</p> <p>Obscene- under federal law, analysis of material meet the following elements:</p> <ol style="list-style-type: none">1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.3. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.
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<p>18 U.S.C. Sec. 2246 18 Pa. C.S.A. Sec. 5903</p> <p>47 U.S.C. Sec. 254</p>	<p>Under Pennsylvania law, analysis of the material meets the following:</p> <ol style="list-style-type: none">1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value. <p>Sexual Act and Sexual Contact - as defined at 18 U.S.C. Sec. 2246, and at 18 Pa. C.S.A. Sec.5903.</p> <p>Social Networking Sites are web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. It also includes other types of websites that allow users to share content, interact with each other and develop communities around similar interests. This definition shall expressly include community-based web sites, online discussion forums, chat rooms and other social spaces online. For purposes of this policy, social networking sites should also include blogs.</p> <p>Blog is a website that contains an online personal journal with reflections, comments, and often hyperlinks provided by the writer.</p> <p>Harassment is persistently acting in a manner that distresses or annoys another person or as otherwise defined by applicable laws, regulations, and the school's policies.</p>
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<p>4. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>The school shall make every effort to ensure that students and staff use network resources responsibly. The resources may include, but are not limited to, network user accounts, computers, the Internet, email, blogs and other second or third generation web services. The Chief Executive Officer or designee will serve as the coordinator to oversee the school's network and will work with others to educate users, approve activities, maintain executed user agreements and interpret and enforce this policy.</p> <p>In coordination with the Technology Manager, the K-12 Director of Technology Integration will establish a process for establishing user accounts, establishing quotas for file server storage space, establish a document and email retention procedure, as well as establish a virus protection process.</p> <p>The school reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the school enforces technology protection measures that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. Inappropriate matter includes, but is not limited to, visual, graphic text and any other form of obscene, sexually explicit, child pornographic, or other material, that is harmful to minors, or that is hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability; violent, bullying, terroristic, and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult or student to access bona fide research, not within the prohibitions of this policy, or for another lawful purpose. No person may have access to material that is illegal under federal and state law.</p>
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	<p>The administration shall provide expedited review and resolution of a claim that the policy is denying a student or adult access to material which is appropriate for research projects. Claims on behalf of the student must include written consent from parent or guardian. Requests from staff member must be in writing.</p> <p>Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of network resources. This includes educating minors about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms and cyberbullying awareness and response. All users have the responsibility to respect the rights of all other users within the school and to abide by the rules established by the school, local, state, and federal laws. The school will notify the staff and parents/guardians annually about the network systems and the policies governing their use. A copy of this policy shall be published in the annual student handbook and be available directly from the office of the Chief Executive Officer.</p> <p><u>Parental Notification and Responsibility</u></p> <p>The school will notify the parents/guardians about the school's technology network systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the school to monitor and enforce a wide range of social values in student use of the internet. Further, the school recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The school will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the school's technology resources.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR</p> <p>Sec. 54.520</p>	<p><u>Student Privacy Rights and Employee Sites</u></p> <p>All teachers and school employees must be aware that all personal and professional blogs and social networking communications, even when authored/utilized outside of the school day and off school grounds, are subject to FERPA and other student privacy laws, including those found in IDEA. Dissemination of private student information over these sites is expressly prohibited by law and policy.</p> <p><u>School Limitations of Liability</u></p> <p>The school makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the school's technology resources will be error-free or without defect. The school does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the school. The school is neither responsible for nor guarantees the accuracy or quality of the information obtained through or stored on the school's technology resources. The school shall not be responsible for any damages users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the network and electronic communication systems. The school shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The school shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school's technology resources. In no event shall the school be liable to the user for any damages whether direct or indirect, special or consequential, arising out of the use of the school's technology resources.</p> <p>Arts Academy Elementary Charter School provides the guidelines per Section 5. The building administrator shall have the authority to determine what is inappropriate use based on the school's guidelines. The building administrator shall notify the Chief Executive Officer when issues outside the guidelines are encountered.</p>
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<p>5. Guidelines</p> <p>47 U.S.C. Sec. 254</p> <p>47 CFR Sec. 54.520</p>	<p>The Chief Executive Officer or designee shall be responsible for implementing technology and developing procedures used to determine whether the school's computers are being used for purposes prohibited by law or for accessing sexually explicit materials in violation of this policy. Because of the nature of the technology that allows the Internet to operate, the school cannot completely block access to explicit materials. Accessing these and similar types of resources may be considered an unacceptable use of school resources and may result in disciplinary actions and/or denial of Internet privileges. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none">1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.2. Maintaining and securing a usage log.3. Monitoring online activities of minors. <p><u>Safety</u></p> <p>It is the school's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none">1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
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<p>Pol. 237</p>	<ol style="list-style-type: none">4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.5. Restriction of minors' access to materials harmful to them. <p><u>Internet Safety Programs</u></p> <p>The school's administration shall assure students are provided educational programs regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Plans for educating students as set forth above shall be periodically reviewed and updated by the school's administration.</p> <p><u>Prohibitions</u></p> <p>Students and employees are expected to act in a responsible, ethical and legal manner in accordance with charter school policy, accepted rules of network etiquette, and federal and state law, the Code of Professional Practice and Ethics, the Code of Conduct and the Public School Code. Additionally, this expectation applies to all employees when using school computers after work hours. Specifically, the following uses are prohibited, but not limited to:</p> <ol style="list-style-type: none">1. Illegal activity.2. Communication focuses on commercial or for-profit purposes.3. Communication of private /personal information to others4. Participation in online gaming or gambling.5. Product advertisement or political lobbying.6. Hate mail, discriminatory remarks, and offensive, inflammatory or inappropriate communication.7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
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<p>Pol. 814</p>	<ol style="list-style-type: none">9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.10. Use of Inappropriate language or profanity.11. Transmission of material likely to be offensive or objectionable to recipients.12. Intentional retrieval or modification of files, passwords, and data belonging to other users.13. Impersonation of another user or communicating anonymously14. Fraudulent copying/reproduction, communications, or modification of materials in violation of copyright laws.15. Loading or using of unauthorized games, programs, files, or other electronic media.16. Disruption of the work of other users. 1. Destruction, modification, abuse or unauthorized access to network hardware, software and files.2. Quoting, summarizing or recounting of personal communications in a public forum without the original author's prior consent.3. Cyberbullying or any other type of harassment prohibited by law, the Student Code of Conductor or Board policy.4. Using the school's technology for social networking with students beyond the school's program.5. Students must be aware of appropriateness of communications when using school or personally-owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.6. Using or attempting to use school or Personal Devices to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
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	<ol style="list-style-type: none">7. Posting information that could endanger an individual, cause personal damage or a danger of service disruption.8. Knowingly or recklessly posting false or defamatory information about a person or organization.9. Indirectly or directly making connections that create “backdoors” to the school, other organizations, community groups, etc.10. Harassing another person.11. Reposting a message that was sent to them privately without written permission of the person who sent them the message12. Forwarding or posting chain letters or engaging in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.13. Installing, distributing, using or reproducing unauthorized, unlicensed or copyrighted software on school or attempt to do so.14. To the extent consistent with applicable laws and regulations, referring to or attempting to refer to Arts Academy Elementary Charter School or its employees, agents, trustees or students in any electronic communication, posting, blog, website, e-mail, or social networking site, without prior written authorization of the CEO or designee. Users also agree not to use or attempt to use any electronic means to communicate or to attempt to communicate with students that would violate applicable state and federal laws. Failure to comply subjects the User to revocation of use of school or Personal Devices, disciplinary action, including termination of employment or contract, expulsion, and civil and criminal liability to the extent consistent with applicable State and federal law.
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<p>17 U.S.C. Sec. 101 et seq Pol. 814</p> <p>24 P.S. Sec. 4604</p>	<p><u>Security</u></p> <p>System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, these guidelines shall be followed:</p> <ol style="list-style-type: none">1. Employees and students shall not reveal their passwords to another individual.2. Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the schools devices or its network resources with another User's password or account. Users are required to log off the network when finished.3. Users are not to use a computer that has been logged in under another student's or employee's name. If a previous user has not logged off, the current user must immediately log out and log back in under his/her own name and password.4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. <p><u>Copyright</u></p> <p>The illegal use of copyrighted materials is prohibited. Any material accessed through the school's network shall be subject to fair use guidelines and applicable laws, cases, regulations and guidelines.</p> <p>Consequences For Inappropriate Use</p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p>
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	<p>Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and/or other disciplinary actions shall be consequences for inappropriate use.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy technology resources and/or data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Vandalism also includes disrupting or harming school hardware, software or systems, interfering with computer performance, interfering with another's ability to use equipment and systems, or destroying data or rendering it inaccessible.</p> <p><u>Employee Use of Social Networking Media</u></p> <p>While the school understands the value of current social networking tools, it strongly discourages employees from developing virtual relationships with students through social networking tools beyond the school's program. The use of school technology for social networking with students beyond the school program and outside of the requirements of this policy is prohibited.</p> <p>All personal communications with students must be of a professional nature. Faculty and staff members must maintain strict professional boundaries of communication with students. Faculty and staff members are encouraged not to "friend" students, allow students access to employee's non-public personal pages, or sue social networking media to enter into communications with students. AAECs takes professional/personal boundary limits with students very seriously and will take disciplinary action against any faculty</p>
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	<p>or staff member who violates this policy and/or who initiates or maintains inappropriate personal communications and/or a personal relationship with a student through any means, including social networking.</p> <p>The school recommends that faculty and staff take all necessary steps to limit access to their personal social networking media and prevent students from obtaining such access. Faculty and staff members are reminded that, due to the nature of the technology, individuals do not have expectation of privacy on social media sites.</p> <p>Faculty and staff members may not:</p> <ol style="list-style-type: none">1. Utilize personal social media sites to communicate with students for educational purposes;2. Enter into inappropriate communications/relationships with students via personal social media websites or other electronic means;3. Post or share on a public site or site to which students have access information that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school;4. Post or share information about identifiable students on any site, personal or professional without parental notification;5. Disclose personally identifiable information about co-workers or supervisors on any site, personal or professional without prior written permission.6. Post or share discriminatory or defamatory information on any site, personal or professional.
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7. Post or share comments that would cause a disruption in the educational environment on any site, personal or professional.
8. Suggest in any personal social networking context that the employee/faculty member in any way represents the school or is speaking on behalf of the school; or
9. Violate any school policy on a social media site, including the school's policies on discrimination, harassment, privacy and bullying.
10. Text students for any reason

Restrictions on Social Media as an Educational Tool

Teachers are not permitted to require student's use of social media within the educational program.

Failure to comply with this policy or inappropriate use of the Internet, school network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

References:

School Code – 24 P.S. Sec. 1303.1-A

PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256 Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777 Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254 Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

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