

# NORTHERN TIER CAREER CENTER

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET, COMPUTERS AND  
NETWORK RESOURCES

ADOPTED: August 23, 2012

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| <p>1. Purpose</p> <p>2. Definitions</p> <p>18 U.S.C.<br/>Sec. 2256</p> | <p>815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</p> <p>The Joint Operating Committee supports use of the computers, Internet and other network resources in the center's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>The center provides students, staff and other authorized individuals with access to the center's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the center as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>The term child pornography is defined under both federal and state law.</p> <p><b>Child pornography</b> - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"><li>1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;</li><li>2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or</li><li>3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.</li></ol> |
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| <p>18 Pa. C.S.A.<br/>Sec. 6312</p>                        | <p><b>Child pornography</b> - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p>   |
| <p>20 U.S.C.<br/>Sec. 6777<br/>47 U.S.C.<br/>Sec. 254</p> | <p>The term harmful to minors is defined under both federal and state law.</p> <p><b>Harmful to minors</b> - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> <li>1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;</li> <li>2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.</li> </ol> |
| <p>18 Pa. C.S.A.<br/>Sec. 5903</p>                        | <p><b>Harmful to minors</b> - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> <li>1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;</li> <li>2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.</li> </ol>   |
| <p>18 Pa. C.S.A.<br/>Sec. 5903</p>                        | <p><b>Obscene</b> - any material or performance, if:</p> <ol style="list-style-type: none"> <li>1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;</li> <li>2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and</li> <li>3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.</li> </ol>  |

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| <p>47 U.S.C.<br/>Sec. 254</p>                             | <p><b>Technology protection measure</b> - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p>   |
| <p>3. Authority</p>                                       | <p>The availability of access to electronic information does not imply endorsement by the center of the content, nor does the center guarantee the accuracy of information received. The center shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p>   |
| <p>Pol. 218, 233, 317</p>                                 | <p>The Joint Operating Committee declares that computer and network use is a privilege, not a right. The center’s computer and network resources are the property of the center. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the center’s Internet, computers or network resources, including personal files or any use of the center’s Internet, computers or network resources. The center reserves the right to monitor, track, and log network access and use; monitor filespace utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The center shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the center’s Internet, computers and network resources.</p> <p>The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee.</p> |
| <p>47 U.S.C.<br/>Sec. 254</p>                             | <p>The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p> <ol style="list-style-type: none"> <li>1. Lewd, vulgar, or profane.</li> <li>2. Threatening.</li> <li>3. Harassing or discriminatory.</li> <li>4. Bullying.</li> </ol>  |
| <p>Pol. 103, 103.1,<br/>104, 248, 348</p> <p>Pol. 249</p> |   |

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| <p>Pol. 218.2</p> <p>24 P.S.<br/>Sec. 4604<br/>20 U.S.C.<br/>Sec. 6777<br/>47 U.S.C.<br/>Sec. 254</p> | <p>5. Terroristic.</p> <p>The center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.</p>   |
| <p>24 P.S.<br/>Sec. 4604</p>  | <p>Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.</p>   |
| <p>24 P.S.<br/>Sec. 4610<br/>20 U.S.C.<br/>Sec. 6777</p>  | <p>Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.</p>  |
| <p>4. Delegation of Responsibility</p>  | <p>The center shall make every effort to ensure that this resource is used responsibly by students and staff.</p>   |
| <p>24 P.S.<br/>Sec. 4604</p>  | <p>The center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the center website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.</p> <p>Users of center networks or center-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the center uses monitoring systems to monitor and detect inappropriate use.</p> <p>Student user agreements shall also be signed by a parent/guardian.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> |

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| <p>20 U.S.C.<br/>Sec. 6777<br/>47 U.S.C.<br/>Sec. 254<br/>47 CFR<br/>Sec. 54.520</p> | <p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the center and on the Internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p> <p>The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the center's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>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 Joint Operating Committee.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol> |
| <p>47 U.S.C.<br/>Sec. 254</p>  | <p>The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> <li>1. Interaction with other individuals on social networking websites and in chat rooms.</li> <li>2. Cyberbullying awareness and response.</li> </ol>  |
| <p>SC 1303.1-A<br/>Pol. 249</p> <p>5. Guidelines</p>                                 | <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p> <p><u>Safety</u></p> <p>It is the center'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, email, social networking websites, etc.</p>  |

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| <p>47 U.S.C.<br/>Sec. 254<br/>47 CFR<br/>Sec. 54.520</p> | <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> <li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li> <li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li> <li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li> <li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li> <li>5. Restriction of minors' access to materials harmful to them.</li> </ol> <p><u>Prohibitions</u></p> <p>Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> |
| <p>SC 1303.1-A<br/>Pol. 249</p>                          | <ol style="list-style-type: none"> <li>1. Facilitating illegal activity.</li> <li>2. Commercial or for-profit purposes.</li> <li>3. Nonwork or nonschool related work.</li> <li>4. Product advertisement or political lobbying.</li> <li>5. Bullying/Cyberbullying.</li> <li>6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li> <li>7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li> </ol>  |
| <p>Pol. 237</p>  | <ol style="list-style-type: none"> <li>8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.</li> </ol>  |

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| <p>Pol. 814</p> | <p>9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.</p> <p>10. Inappropriate language or profanity.</p> <p>11. Transmission of material likely to be offensive or objectionable to recipients.</p> <p>12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</p> <p>13. Impersonation of another user, anonymity, and pseudonyms.</p> <p>14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>15. Loading or using of unauthorized games, programs, files, or other electronic media.</p> <p>16. Disruption of the work of other users.</p> <p>17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</p> <p>18. Accessing the Internet, center computers or other network resources without authorization.</p> <p>19. Disabling or bypassing the Internet blocking/filtering software without authorization.</p> <p>20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.</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 center files. To protect the integrity of the system, these guidelines shall be followed:</p> <ol style="list-style-type: none"><li>1. Employees and students shall not reveal their passwords to another individual.</li><li>2. Users are not to use a computer that has been logged in under another student's or employee's name.</li></ol> |
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| <p>17 U.S.C.<br/>Sec. 101 et seq<br/>Pol. 814</p> <p>24 P.S.<br/>Sec. 4604</p> <p>Pol. 218, 233, 317</p> | <p>3. 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> <p><u>Copyright</u></p> <p>The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.</p> <p><u>Center Website</u></p> <p>The center shall establish and maintain a website and shall develop and modify its web pages to present information about the center under the direction of the Administrative Director or designee. All users publishing content on the center website shall comply with this and other applicable Joint Operating Committee policies.</p> <p>Users shall not copy or download information from the center website and disseminate such information on unauthorized web pages without authorization from the building administrator.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <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.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. <b>Vandalism</b> is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p>Failure to comply with this policy or inappropriate use of the Internet, center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p> |
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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

Joint Operating Committee Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814