

CENTRAL BUCKS SCHOOL DISTRICT

SECTIONS: OPERATIONS

TITLE: USE OF TECHNOLOGY

ADOPTED: July 23, 2002

REVISED: October, 23, 2007

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">815. USE OF TECHNOLOGY</p> <p>The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students. Technology will be used:</p> <ol style="list-style-type: none"> 1. Within the curriculum to enhance student learning and achievement. 2. To assist students in becoming competent in the use of technology, with an increasing degree of sophistication as they move from level to level. 3. As a tool to enhance creativity and encourage the completion of quality products. 4. To access technology-based information relevant to curriculum topics. <p><u>Proper Use Of Computers And Networks</u></p> <p>The Central Bucks School District has established this policy to ensure maximum access and security for all users of the district's computers and local and wide area networks, and to prevent violations of software license agreements.</p> <p>The Director of Information Technology shall be responsible for the management of the district's technology system and for making the arrangements for any networks that may be used to enhance the educational program and/or operations of the district. The Director of Information Technology shall ensure the guidelines established for program development, the selection of materials and equipment, and the district's purchasing guidelines are followed. In addition, the Director of Information Technology shall make sure that the appropriate agreement form is complete for each staff member and student who will have access to district technology and any networks.</p>
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<p>4. Guidelines</p> <p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Privacy</u></p> <p>All computers, telephone systems, electronic mail systems, and voice mail systems are the district's property and are to be used primarily for business purposes. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.</p> <p>All computers and any information or software contained therein are property of the district. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any district computer and may not bring software from outside sources for use on district equipment.</p> <p><u>Employee Guidelines</u></p> <p>Employees may not introduce information, including software applications or documents, on any district computer system without first ensuring compliance with copyright laws. District software cannot be copied for home use unless specified by publisher.</p> <p>Employees will assist the proper operation of the district networks and computers by adhering to district guidelines pertaining to the security of the district network and computers.</p> <p>Employees will assist the proper operation of the district networks by not connecting or disconnecting computers or other devices, by not altering file or folder names, and by not changing access/security levels without approval.</p> <p>Employees may not use any network or computing resources to gain unauthorized access to other networks or computing resources.</p> <p>Employees may not use the district network, computer devices, or other resources for personal activities.</p>
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Student Guidelines

Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance. All disks must be run through a virus program prior to use on any district computer system. The Central Bucks School District Code of Conduct for Student Internet Safety and Acceptable Use follows later in this policy.

No student will connect any device to, or disconnect any device from, a computer or peripheral device, or the district's local or wide area network.

Students will not change or in any way alter a network device, device or peripheral name, file or folder name, computer address, or network zone.

Students are prohibited from copying software applications, folders, files or floppy disks without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects.

Passwords may be assigned for each student and are for individual use by that student. Distribution or alteration of a password is prohibited.

Proper Use Of The Internet

The Central Bucks School District has established this policy to allow access to the information resources available through the Internet. The district expects that staff will blend thoughtful use of such information throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources.

Teacher Internet Guidelines

Teachers and staff as registered users of an Internet account are responsible for the appropriate use of this resource.

In selecting materials from the Internet for classroom use, teachers will use the same guidelines used for selecting other instructional materials for classroom use.

As registered users of an Internet account, teachers and staff must follow the current guidelines as stated in the Central Bucks Internet Access Agreement for Teachers developed by the district. Violations of this policy will result in disciplinary action by the employee's supervisor.

<p>18 Pa. C.S.A. Sec. 7611</p>	<p><u>Student Internet Guidelines</u></p> <p>Student use of the Internet is designed to enhance learning and provide access to educational resources beyond those that are available in any one school. Student use of the Internet is a privilege with students expected to limit their use of this resource only to obtain information directly related to the content of courses being studied or other approved topics.</p> <p>Students must follow the current guidelines as stated in the Code of Conduct for Student Internet Safety. Violations of the items related to this list may result in disciplinary action. Further, serious violations may be punishable under Pennsylvania criminal statutes [18 Pa. C.S.A. 7611 (a) (1) covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization. In addition, disclosing a password, deliberately and without authorization to a computer system or network is also punishable by state statutes, 18 Pa. C.S.A. 7611 (a) (2) and (3)].</p> <p><u>Code Of Conduct For Student Internet Safety And Acceptable Use</u></p> <p>Level 1 offenses:</p> <ol style="list-style-type: none"> 1. Use of computers or other technology without permission. 2. Use of chat rooms, file-sharing software (such as peer to peer) or instant messaging at any time. 3. Loading or use of non-approved games, unauthorized programs, files, music or other electronic media. 4. Any use of a computer, for purposes that are not part of the curriculum, without specific permission of an instructor. <p>Consequences for Level 1 offenses:</p> <ol style="list-style-type: none"> 1. Student disciplinary referral. 2. Parental contact. 3. Confiscation of inappropriate items. 4. Behavioral contract if appropriate.
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	<p>5. Possible suspension from use of all CB computer equipment for a limited duration.</p> <p>6. Detention/Suspension.</p> <p>Level 2 offenses:</p> <ol style="list-style-type: none">1. Multiple infractions of Level 1 offenses.2. Use to disseminate any personal identification information of themselves or others.3. Use, which involves any copyright violation or for the copying, downloading or distribution of copyrighted material without the owner's permission, unless permitted in accordance with the fair use guidelines.4. Any use of a computer, Internet or communication device, which is not specifically approved by a teacher, advisor, coach or administrator.5. Use for lobbying or political purposes. <p>Consequences for Level 2 offenses:</p> <ol style="list-style-type: none">1. Student disciplinary referral.2. Parental contact.3. Confiscation of inappropriate items.4. Behavioral contract if appropriate.5. Suspension from use of all CB computer equipment for a limited duration.6. Detention/Suspension. <p>Level 3 offenses:</p> <ol style="list-style-type: none">1. Multiple infractions of Level 2 offenses.2. Any attempt to circumvent or disable the filter or any security measure.3. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
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4. Use to transmit material that may be considered offensive or objectionable.
5. Use to obtain, copy or modify files, passwords, data, or information belonging to other users.
6. Use to misrepresent other users on the network.
7. Use of another person's e-mail address, user account or password.
8. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
9. Use to invade the privacy of other persons.
10. Posting anonymous messages.
11. Use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive e-mail.
12. Use for commercial, private advertisement or for-profit purposes.

Consequences for Level 3 offenses:

1. Student disciplinary referral.
2. Parental contact.
3. Confiscation of inappropriate items.
4. Referrals and conferences including various support staff or agencies.
5. Behavioral contract.
6. Suspension from use of all CB computer equipment for extended duration or permanently.
7. Minimum three (3) day suspension.
8. Referral to law enforcement if appropriate.
9. Other consequences per the Student Code of Conduct when appropriate (harassment, bullying, threats, discrimination, etc.).

Level 4 offenses:

1. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
2. Use to access, view or obtain material that is pornography or child pornography materials or materials that may be harmful to minors.
3. Use to upload, create, or attempt to create a computer virus.
4. Use for purposes of accessing, sending, creating or posting, materials or communications that are damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to CB district policies on harassment and bullying.
5. Use to obtain access to drugs, weapons, or any other material that may be harmful to one's self or others.
6. Use that is in any way associated with illegal activity.
7. Use that potentially causes alarm to others.

Consequences for Level 4 offenses:

1. Student disciplinary referral.
2. Parental contact.
3. Referrals and conferences including various support staff or agencies.
4. Confiscation of inappropriate items.
5. Behavioral contract.
6. Suspension from use of all CB computer equipment for extended duration or permanently.
7. Minimum three (3) to ten (10) day out-of-school suspension.
8. Other consequences per the Student Code of Conduct when appropriate (harassment, bullying, threats, discrimination, etc.).
9. Referral to law enforcement if appropriate.

10. Consideration for expulsion.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

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

Computer Offenses – 18 Pa. C.S.A. Sec. 7611

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

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety – 47 U.S.C. Sec. 254

Board Policy – 218, 233, 814, 815