

PPSD Internet Acceptable Use Policy (REV. 8-20-13)

POLICY AND PURPOSE

- The Providence School Department provides access to our computer network to students and staff so as to promote and enhance the learning of our students through communication, innovation and sharing of resources.
- The Providence School Board supports access by staff and students to rich educational resources available on the Internet. The use of the internet must be for educational and research activities and be consistent with the educational objectives of the Providence School Department.
- Staff and students will be instructed on the appropriate use of the internet. Parents will be required to sign a permissions form to allow their students to access the internet. Staff and students will sign a form acknowledging they have read and understand the Internet Acceptable Use Policy which includes submittal of PPSD online forms (IAUP), that they will comply with the policy and understand the consequences for violating the policy.
- All staff and students of the Providence School Department take full responsibility for their own actions in regards to the use of handling of the technology and the use of the internet, network and email
- The Providence School Department makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Providence School Department will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
- Individual users are solely responsible for all charges and fees that they may incur in using the network, including outside telephone, printing, and merchandise purchases made through the network. The Providence School Department is not a part to such transactions and shall not for any costs or damages, whether direct or indirect, arising out of the network transactions by the user.
- The Providence school Department's computer network belongs solely to the Providence school Department, and any files, records, electronic mail or other communication may be examined, edited, or deleted by the Providence School Department at any time, in accordance with the Providence School Department's policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

ACCEPTABLE USE OF THE INTERNET

- Acceptable use of computers and related devices, networks, and internet access is any use, which is consistent with the educational objectives of the Providence School Department. The internet offers a wealth of information, the opportunity for the exchange of ideas and information, and the possibility of collaborative work.
- All communications should be polite with appropriate language use. Use of computers, networks, network equipment and internet access is a privilege for staff and students and not a right. We expect staff and students to use these tools in a responsible manner for educational purposes and to be considerate of all other users.
- Student personal information (including, but not limited to; names, phone numbers, addresses, etc.) will not be entered, transmitted, or posted over the internet for public use without prior written authorization by school administration.
- Students will never agree to meet someone they have met on-line without parental written approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision. Staff and students will not use the network or the internet in such a way as to disrupt access by others (such as downloading huge files, sending mass email messages, or annoying/harassing other users). Respect the privacy of other users – all communications and information is the property of the Providence School Department.

UNACCEPTABLE USE OF THE INTERNET

- The following regulations for unacceptable use of computing devices using voice, video, and data networks, including the internet, will apply to all PPSD administrators, faculty, staff, and students.
- It is unacceptable to use the network and the internet in any way to promote or engage in any activities which are deemed criminal under federal, state, or local laws, including but not limited to copyright, credit card and electronic forgery laws or anything that is not within the scope of education use.

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- It is unacceptable use to maliciously attempt to hard or destroy the hardware or data of another user, whether in school or any site connected to the internet. This includes, but is not limited to, the creation and spreading of computer viruses. It is also unacceptable use to attempt to use or discover another's password or account.
- It is unacceptable for users to let other persons (other than authorized staff members) use their name, logon password, or files for any reason. User passwords do not guarantee confidentiality.
- It is unacceptable for users to impersonate another user or attempt unauthorized entry into a network.

- Users will not knowingly spread viruses and/or attempt to destroy shared files, or files not belonging to them.
- It is unacceptable for users to delete, erase, rename, or make unusable another person's computer files, programs, or storage media, including department shared documents. Personal use of the computers for non-work related activities such as game playing is not acceptable during the work day.
- It is unacceptable and prohibited for users to disclose, use and disseminate personal information of another person, or any information (i.e., social security numbers, pictures, full name, home address, or home phone number) regarding students, administrators, staff, and employees of the district *without permission of the individual /parent/guardian or when required by law.*
- It is unacceptable for users to install wireless access points and/or wireless routers without the authorization from the Technology office. Technology configures, secures, and manages devices on the network.
- Prior to the use of personal computers/laptops/tablets/or any other electronic devices on the district's network, users due to security and network safety reasons, must get approval from the technology department /and have one's personal equipment processed and checked before logging on to the PPSD network (i.e. Do not attempt to connect personal computers to the network by wired cable or wireless access).
- It is unacceptable use to send or receive any data which is profane or obscene that advocates illegal acts, that advocate violence or discrimination toward people or organizations, or that is not within the scope of educational use. It is unacceptable use to engage in activity for private or financial gain.

FILTERING

- The Providence School Department complies with CIPA, the Children Information Protection Act. CIPA requires that schools and libraries receive specific federal funds must certify to the funding agency that they have in place an Internet Safety Policy. This policy requires blocking access to obscenity, child pornography, or, as to students, material harmful to minors. *In accordance with all elements and regulations of CIPA. This policy also prohibits hacking, disclosure of personal information concerning children, and unlawful activities involving children online. It also provides for the safety and security of minors while using electronic mail and other forms of electronic communication. It also mandates that schools must educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and also include cyber bullying awareness and response.
- The internet will be filtered, in accordance with CIPA to limit users to educationally appropriate sites, as determined by the Providence School Board. At the same time, the Providence School Department is aware that material on the internet is uncensored and we can make no guarantee that information found on the internet will be reliable or inoffensive. The filtering system may be disabled by a teacher for students and by the administration for bona fide research or other lawful purposes

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- In addition to the filter, Staff members will exercise sound judgment and responsibility when giving students assignments using the Internet as a resource. Students should have specific information objectives and search strategies formulated before they access the internet. The staff member initiating the assignment must diligently supervise students using the internet to prevent unacceptable or inappropriate use of this resource. This supervision should be understood to mean continuous monitoring of students in computer labs, classrooms or media centers. Staff should guide students in the selection and evaluation of education materials. Assist students to develop safe practices while learning in an online world, particularly when the educational experience involves email, and other forms of direct electronic communications.
- Responsibilities of School Staff While Working With Students:
 - Staff members assigning or permitting Internet use to meet an information need will review and evaluate on-line resources to assure they are appropriate and applicable to the curricular needs of the assignment and the developmental level of the student(s).
 - Staff member in charge of the activity must monitor student computer use.
 - Staff members will provide instruction to students (appropriate to the student's ability/developmental level) on the following topics: Guiding students in the efficient use of appropriate on-line resources. Notifying students that the use of computers, the PPSD network, and the internet is a privilege and not a right. Providing information to raise student awareness of cyber safety issues. Providing information related to plagiarism and the use of on-line sources and/or information. Following established PPSD Internet Acceptable Use Policy. Ensure that all use of technology is instructionally appropriate and supports PPSD outcomes.

E-MAIL

- E-mail is a communication tool and should not be used as a file store.
- E-mail communications sent or received on PPSD school system computers may be subject to public disclosure and may be subject to use in legal proceedings.
- Users agree not to allow others to use their PPSD account.
- Users are required to maintain individual mailboxes and are expected to purge messages no longer needed on a regular basis this includes PPSD Spam Filter.
- E-mail users are prohibited from initiating or propagating electronic chain letters.
- Inappropriate mass-mailings are prohibited. This includes multiple mailings to distribution groups or individuals within PPSD e-mail address book. This also includes mass-solicitation for personal activities or personal gain.
- E-mail Archive is maintained to meet Federal Guidelines on all incoming and outgoing e-mail on each user's account.

** E-rate schools, minors 47 USC § 254(h)(5)(B)(i), E-rate schools, adults 47 USC § 254(h)(5)(C)(i); libraries, minors 47 USC § 254(h)(6)(B)(i); libraries, adults 47 USC § 254(h)(6)(C)(i); Schools under Education Act Sec. 3601(a)(1)(A)(i), Libraries under Museum and Libraries Act 20 U.S.C. 9134(f)(1)(A)(i).*

VIOLATION OF POLICY

General school rules and policies apply to all school computer use, internet activity and communication.

If a user is found to be in violation of any of the statement detailed in the above mentioned policy, all network and internet rights and privileges will be suspended until an investigation is conducted.

Upon completion of the investigation a decision will be given by the Building Administrator(s) to revoke or reinstate the computer user's privileges. Such violations may also result in further disciplinary measures or legal actions.

Legal reference E-rate schools, minors 47 USC § 254(h)(5)(B)(i)

E-rate schools, adults 47 USC § 254(h)(5)(C)(i)

Libraries, minors 47 USC § 254(h)(6)(B)(i)

Libraries, adults 47 USC § 254(h)(6)(C)(i)

Schools under Education Act Sec. 3601(a)(1)(A)(i)

Libraries under Museum and Libraries Act 20 U.S.C. 9134(f)(1)(A)(i)

History Policy Adopted: August 26, 2002, Resolution 8-31-02

Full text of the Children's Internet Protection Act is located at

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAFaq.asp>

THE EMPLOYEE

I have read the Providence School Department’s “Internet Acceptable User Policy” and I understand and agree to abide by the terms of this request for network access, and the Providence School Department’s rules for acceptable use of network resources.

I understand that I am solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The Providence School Department is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.

In addition, I acknowledge that the Providence School Department’s computer network belongs solely to the Providence School Department and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the Providence School Department at any time, in accordance with the Providence School Department’s policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken. In consideration for using the Providence School Department’s network connection and having access to public networks, I hereby release the Providence School District and its School Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

I understand that the use of the internet is a privilege, not a right. I further understand that any violations of the above guidelines will result in immediate suspension of my internet privileges, and that as a result of such violations further disciplinary measures may be taken.

Print PPSD Employee’s Name

PPSD Employee’s Signature Date Signed

THE STUDENT

I have read the Providence School Department’s “Internet Acceptable User Policy” and I understand and agree to abide by the terms of this request for network access, and the Providence School Department’s rules for acceptable use of network resources.

I understand that I am solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The Providence School Department is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.

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I understand that the use of the internet is a privilege, not a right. I further understand that any violations of the above guidelines will result in immediate suspension of my internet privileges, and that as a result of such violations further disciplinary measures may be taken.

Print Student’s Name Student’s Signature Date Signed

THE PARENT/GUARDIAN

I am the parent/guardian of the above named student. I have read the Providence School Department’s “Internet Acceptable Use Policy” and I understand and agree to all of the provisions, rules, and regulations delineated within. I hereby give permission for my child to use the internet service provided by the Providence School Department. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Providence School Department to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

Print Parent’s Name Parent’s Signature Date Signed