

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
ELECTRONIC RESOURCES

ADOPTED: November 11, 1996

REVISED: April 14, 2014

<p>1. Purpose</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF ELECTRONIC RESOURCES</p> <p>Middle Bucks Institute of Technology provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.</p> <p>Computer networks may be contained within one classroom or within one building (local area network LAN), may link several buildings together (wide area network WAN), or may extend beyond the borders of Middle Bucks Institute of Technology (Internet). Regardless of the size or scope of the computer network, the School’s rules, policies, and guidelines will apply to all users who are using the School’s LAN or WAN, or are accessing Middle Bucks Institute of Technology information through the Internet.</p> <p>The Executive Council supports the use of Middle Bucks Institute of Technology’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of Middle Bucks Institute of Technology, and to carry out the legitimate business and operation of the School.</p> <p>The use of Middle Bucks Institute of Technology’s technology resources is for appropriate School-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the School. Use for educational purposes is defined as use that is consistent with the curriculum adopted by Middle Bucks Institute of Technology as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to Middle Bucks Institute of Technology’s technology resources.</p>
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<p>2. Authority</p>	<p>All employees and students are responsible for the appropriate and lawful use of Middle Bucks Institute of Technology’s technology resources. This policy is intended to ensure that all users continue to enjoy access to Middle Bucks Institute of Technology’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.</p> <p>The Executive Council establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. Middle Bucks Institute of Technology’s technology resources are the property of the School. Middle Bucks Institute of Technology provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.</p> <p>Middle Bucks Institute of Technology monitors internal network use. Middle Bucks may use whatever means it considers appropriate to monitor the use of its computer and network resources. The use of Middle Bucks computers, Internet resources accessed through Middle Bucks LAN or Wan and any other access through Middle Bucks servers are subject to review at random and/or through a specific search.</p> <p>The Administrative Director or his/her designee is ultimately responsible for overseeing Middle Bucks Institute of Technology’s technology resources. The Administrative Director will designate a network administrator who will serve as the coordinator and supervisor of Middle Bucks Institute of Technology’s technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of School’s technology resources and the requirements of this policy, and who will establish a system to ensure that users who access Middle Bucks Institute of Technology’s technology resources have agreed to abide by the terms of this policy.</p> <p>The Administrative Director or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:</p> <ol style="list-style-type: none"> 1. Access by minors to inappropriate or harmful content. 2. Safety and security of minors when using electronic mail, chat rooms, and social networking. 3. Prevention of unauthorized access of School technology resources. 4. Prevention of unauthorized disclosure and dissemination of minors’ personal information.
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<p>3. Definitions</p>	<p>District Technology Resources - Middle Bucks Institute of Technology resources means all technology owned and/or operated by Middle Bucks Institute of Technology, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.</p> <p>User - means anyone who utilizes or attempts to utilize Middle Bucks Institute of Technology resources while on or off School property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to Middle Bucks Institute of Technology that may use School technology.</p>
<p>4. Guidelines</p> <p>47 U.S.C. Sec. 254 34 CFR Sec. 54.520</p>	<p><u>Unauthorized Use Prohibited</u></p> <p>Only users who have agreed to abide by the terms of this policy may utilize Middle Bucks Institute of Technology resources. Unauthorized use, utilizing another user's School account, or exceeding one's authorization to use School technology resources is prohibited.</p> <p><u>Use Of Personal Electronic Devices</u></p> <p>The use of personal electronic devices on Middle Bucks Institute of Technology's network is permitted only on designated networks. When a user connects a personal electronic device to a School network or School technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a School-owned device were being utilized. Users who connect a personal electronic device to a School network explicitly waive any expectation of privacy in the content exchanged over Middle Bucks Institute of Technology's technology resources.</p> <p>Student use of personal electronic devices in the classroom is at the sole discretion of the classroom teacher and may be prohibited by the teacher. Administrators may also prohibit the use of personal electronic devices in classrooms and common areas of the school if they are determined to be disruptive to the educational process.</p> <p>The use of personal electronic devices may be used in authorized areas or as determined by the Administrative Director as follows:</p> <ul style="list-style-type: none"> • For educational or instructional purposes. • Before and after school, in the cafeteria. • When the educational, safety, emergency, medical or security use of the personal electronic device by the Student is approved by the Administrative Director, or designee, or the student's IEP team. In such cases, the student's use must be supervised by a school professional.

<p>24 P.S. Sec. 4601 et seq</p>	<p>The use of personal electronic devices may not be used in unauthorized areas or as determined by the Administrative Director, on the school's property, and while attending school sponsored events as follows:</p> <ul style="list-style-type: none"> • In locker rooms or bathrooms. • To make an audio or video recording; unless directed by a teacher to do so as part of an educational assignment. • During tests, examinations, and/or assessments, unless the teacher authorizes such use. When personal electronic devices are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap. • To cheat, engage in unethical conduct, and threaten academic integrity. • To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyber bully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent. <p>The Executive Council strictly prohibits possession by students on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the school any non-school owned laser pointers, or laser pointer attachments.</p> <p><u>Privacy</u></p> <p>Middle Bucks Institute of Technology reserves the right to monitor any user's utilization of School technology resources. Users have no expectation of privacy while using School technology resources whether on or off School property. Middle Bucks Institute of Technology may monitor, inspect, copy, and review any and all usage of School technology resources including information transmitted and received via the Internet to ensure compliance with this and other School policies, and state and federal law. All emails and messages, as well as any files stored on School technology resources may be inspected at any time for any reason.</p> <p><u>Internet Filtering And CIPA Compliance</u></p> <p>Middle Bucks Institute of Technology utilizes content and message filters to prevent users from accessing material through School technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with Middle Bucks Institute of Technology's educational mission.</p>
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The Administrative Director or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by Middle Bucks Institute of Technology's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three (3) School days pursuant to the established procedure.

The Executive Council directs that the Administrative Director or his/her designee ensure that all students are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyberbullying, and disclosure of personal information.

Monitoring

Middle Bucks Institute of Technology's technology resources shall be periodically monitored to ensure compliance with this and other School policies including monitoring of users' online activities. The network administrator designated by the Administrative Director shall ensure that regular monitoring is completed pursuant to this section. However, the Administrative Director, or his/her designee, shall also implement procedures to ensure that school technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen School technology.

District Provided Resources

Middle Bucks Institute of Technology's technology resources may be assigned or allocated to an individual user for his/her use (e.g. individual email accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of Middle Bucks Institute of Technology and may be revoked, suspended, or inspected at any time to ensure compliance with this and other School policies. Users do not have an expectation of privacy in any School provided technology resource or any of its contents.

General Prohibitions

The following uses of School technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other School policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.

	<ol style="list-style-type: none">4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic material.8. Use of technology resources to attempt to interfere with or disrupt School technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.9. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.10. The attempted physical harm or attempted destruction of School technology resources.11. Use of technology resources in a manner that jeopardizes the security of Middle Bucks Institute of Technology’s technology resources, or in a manner that attempts to circumvent any system security measures.12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to Middle Bucks Institute of Technology.13. Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.14. Unauthorized access, interference, possession, or distribution of confidential or private information.15. Using technology resources to send any School information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of Middle Bucks Institute of Technology business or educational interests.16. Use of technology resources to commit plagiarism.
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17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by Middle Bucks Institute of Technology's technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
19. Copying School software without express authorization from a member of Middle Bucks Institute of Technology's technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government or student organizations, etc.)
22. Use of School technology resources to tether or otherwise connect to a non-district owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by Middle Bucks Institute of Technology.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning Middle Bucks Institute of Technology's technology resources for security vulnerabilities.

Consequences For Inappropriate Use Of School Technology

Violations of this policy may result in the temporary or permanent revocation of a user's right to access School technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

<p>5. Delegation of Responsibility</p>	<p>The Administrative Director shall develop procedures, in cooperation with Middle Bucks Institute of Technology’s technology staff, for the acceptable use of all School technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.</p> <p><u>Limitation Of Liability</u></p> <p>Middle Bucks Institute of Technology makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. Middle Bucks Institute of Technology is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through Middle Bucks Institute of Technology’s resources is at the user’s own risk.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Joint Operating Committee Policy – 103, 104, 218, 220, 233, 248, 249, 317, 348, 417, 448, 517, 548, 814</p>
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