

**ACCEPTABLE USE POLICY FOR INTERNET ACCESS
AND
TECHNOLOGY USE**

I. Board Policy

The Board of Education provides a wide area computer network that includes access to the Internet. As a member of the Utah Education Network (UEN), Park City School District (PCSD) adheres to the purpose and goals of UEN, uses filtering software through UEN, and requires Internet users within the district to conform to the standards of an acceptable use policy.

II. Purpose of Internet Access

The purpose of Internet access for Park City School District is to advance and promote a world-class education for students in the district. The Internet is intended to assist in the collaboration and exchange of information between and among schools, school offices, the Utah Education Network (UEN), and other State and educational entities, as well as to provide access to appropriate information available through the Internet.

III. Internet Safety Policy

As required by the 2008 “Protecting Children in the 21st Century Act,” the district will provide education to students, and information to educators and parents, about harmful online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The District will proactively address the following issues:

- A. Access by minors to inappropriate matter on the Internet and World Wide Web
- B. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- C. Unauthorized access including “hacking” and other unlawful online activities
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors.-
- E. Measures designed to restrict minors’ access to materials harmful to minors.

IV. Use of Internet Access by Employees and Students

All use of Internet access through the District shall be consistent with the purpose of the network. It is therefore imperative that employees and students using Internet access through the school district conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Further, they must abide by all local, state and federal laws. To ensure the smooth and continued operation of this valuable resource, employees and students must accept the responsibility of adhering to high standards of professional conduct and strict guidelines.

V. Acceptable Use Guidelines for Internet Access Through the School District

- A. The Board of Education has developed and approved the acceptable use guidelines for students and employees set forth below and will continue to promote awareness of the guidelines through various means, including acceptable use agreements to be signed by parents, students, and employees.
- B. The terms and conditions set forth in this policy and the accompanying regulations are subject to revision. Furthermore, the Park City School District, Utah State Office of Education and Utah

Education Network reserve the right as final authorities on the use of any Internet access provided under this policy.

- C. Each school or work site shall review the Acceptable Use Agreement for all employees annually. Employees should sign the form while filling out paperwork related to employment and the forms should be kept in the employees' personnel files at the district office.
- D. Students shall sign the acceptable use form at the beginning of each school year.

VI. Professional Social Media Use

Park City School District is committed to ensuring that all stakeholders who utilize social media technology for professional purposes described below, including staff and students, do so in a safe and responsible manner. The Board of Education strives to create professional social media environments that mirror the academically supportive environments of our schools.

A. Definition of Social Media:

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, LinkedIn, Twitter, YouTube, Google+, and Flickr.

B. Guidelines of Use:

District employees who decide to engage in professional social media activities should maintain separate professional and personal e-mail addresses. As such, PCSD employees should use their professional e-mail address for professional social media activities. Employee professional social media activities must follow the Park City School District Web Sites and Social Media Procedure.0

C. District employees who work with students and communicate with students through professional social media sites should be school-based and should be designed to address reasonable instructional, educational, or extra-curricular program matters.

1. District employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in district professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site. In order to avoid the appearance of misconduct, the district's policy also prohibits certain conduct and fraternization by district personnel with students or minors outside the school environment. No school employee may use his/her status as a teacher or school employee to foster an inappropriate relationship with students outside of the school setting.
2. District employees should exercise caution, sound judgment, and common sense when using professional social media sites.
3. When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade with in a school) or a public network (for example, anyone within the school, a larger group within the community can participate or individuals outside of the district).
4. Professional social media communication must be in compliance with existing district regulations, district policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene,

discriminatory, defamatory or threatening language. Employee professional social media activities must follow the Park City School District Web Sites and Social Media Procedure.

D. Monitoring

PCSD Employees who establish professional accounts on social media sites are responsible for monitoring said sites. Employees using professional social media have no expectation of privacy with regard to their use of such media. District supervisors, or their designees, can regularly monitor professional social media sites to protect the school community.

Reference: School Board Policy 10100 (Safe Schools Policy)

STUDENT ACCEPTABLE USE AGREEMENT

FOR INTERNET ACCESS AND TECHNOLOGY USE

I. General Conditions

Electronic information resources are available to students of the Park City School District for educational purposes only. Internet use in the Park City School District is filtered and monitored through the Utah Education Network.

II. Conditions of Use

- A. The school district has the right to monitor all use of the computers and other communication devices, including access to all messages, files and data.
- B. There is no expectation of privacy regarding the school's computer or any data stored thereon, including removable storage media, such as CDs, thumb drives, tapes, etc., and there is no expectation of an ownership interest in any materials on any of the school's computer hard drives or other storage medium.
- C. Any violation of the acceptable use policy may result in disciplinary action and the restriction of access to the computer.
- D. Any use for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment, or in support of such activities, is prohibited. Language that is deemed to be slanderous, libelous, vulgar, or pornographic is also prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and could be subject to disciplinary action including criminal prosecution.
- E. District Internet accounts and access codes shall be used only by the authorized owner of the account or access code. The account and/or card holder is responsible for all activity under the account and access code.
- F. The user acknowledges that a student's access will be terminated automatically upon graduation or moving out of the school. Upon termination of an Internet account or access for any reason, the Park City School District may remove or delete any or all information from the account. The Park City School District shall not be obligated to give any prior notification that an account will be terminated or that a terminated account's information will be removed or deleted.
- G. The user will not reveal personal information for him/herself and others such as home address, phone numbers, password, credit card numbers or social security number.
- H. Confidential information should not be stored or transmitted on a school account.
- I. The user will be aware of and follow posted rules for Internet and computer use.

III. Rules for Internet and technology use:

- A. Appropriate uses:
 1. Research and creation of assigned classroom projects.
 2. Exchanging appropriate electronic mail with other users.
- B. Rules of use:
 1. Use the system efficiently in terms of time, disk space, and printer facilities.
 2. Use computer facilities for educational purposes.
 3. Change passwords frequently, to promote security, and keep passwords secure (do not allow others to use the password or use the passwords of another person.)

IV. Prohibited Uses:

- A. Accessing, transmitting, or retransmitting material that:
 1. promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.

2. contains pornographic or other sexually oriented material (pornographic means pictures or writing that are intended to stimulate erotic feelings, by the description or portrayal of sexual activity or nudity).
 3. advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another.
- B. Using or possessing illegal software (meaning any software downloaded or in the user's possession without the appropriate registration of the software, including the payment of any fees owing to the owner of the software)
 - C. Using encryption software from any access point within the school district.
 - D. Transmitting credit card information or other personal information from an access point within the school district.
 - E. Transmitting e-mail through an anonymous remailer.
 - F. Accessing the Internet from a school district access point using a non-school district Internet account.
 - G. Committing or attempting to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet, including the use or attempted use or possession of computer viruses.
 - H. Engaging in illegal activity.
 - I. Using, communicating, or sending impolite, abusive, slanderous, derogatory, vulgar, lewd, indecent or obscene language or pictures.
 - J. Using the email system to hinder the ability of others to work, or to bully, harass, or intimidate a person.
 - K. Changing computer files that do not belong to the user.
 - L. Sending or receiving copyrighted material without permission.
 - M. Copying commercial software in violation of copyright laws.
 - N. Forwarding (or reposting) the personal information of another user without his or her permission.
 - O. Sending material over the Internet with someone else's name as author.
 - P. Using the computer system for personal financial gain or profit.
 - Q. Using computer programs to decode access control information.
 - R. Attempting to circumvent or subvert system security.
 - S. Sending or forwarding information known or believed by the sender to be false.
 - T. Conducting product advertisement or political lobbying.

VII. Consequences of Misuse

A. Definitions:

Illegal, unauthorized, or improper materials and/or uses shall be defined as materials that are inappropriate in a school setting (such as but not limited to pornography and vulgar language), uses that violate local, state and/or federal laws, or are prohibited by the acceptable use agreement. Students in violation of the acceptable use agreement will be subject to the following sanctions:

1. First Offense: Meeting with parents and school administrator – Loss of computer/use for five school days
2. Second Offense: Two days In School Suspension – Loss of computer/use for ten school days
3. Third Offense: Three to Five days out of school. Loss of computer for 45 school days.
4. Subsequent Offenses: Administrators follow Safe School policy section II. A.(b) 10-day suspension with recommendation of 180 school days.

*The seriousness of the offense may result in school administration having the authority/discretion to increase severity of the consequence.

EMPLOYEE ACCEPTABLE USE AGREEMENT

FOR INTERNET ACCESS AND TECHNOLOGY USE

I. General Conditions

Electronic information resources are available to employees of the Park City School District. The Internet is filtered and monitored through the Utah Education Network

Use of electronic media for required functions within the district is a condition of employment. These required functions include but are not limited to electronic mail and the district student data management system (PowerSchool).

II. Conditions of Use

- A. The school district has the right to monitor all use of the computer and other district-owned communication devices, including access to all messages, files and data.
- B. There is no expectation of privacy regarding school district computers or any data stored thereon, including removable storage media, such as CDs, thumb drives, etc. and there is no expectation of an ownership interest in any materials on any of the school's computer hard drives or other storage medium.
- C. Any use for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment, or in support of such activities, is prohibited. The following use of the district's computers, including its network and Internet access are prohibited:
 1. Using, communicating, or sending impolite, abusive, slanderous, derogatory, vulgar, lewd, indecent or obscene language or pictures.
 2. Using an account other than one's own, or attempting to gain unauthorized access to accounts on the network.
 3. Attempting to obtain access to restricted sites, servers, files, databases, etc., or attempting to gain unauthorized access to other systems (e.g. "hacking").
 4. Using Internet games and chat rooms not related to core curriculum.
 5. Using the Internet or network for any illegal activity. This includes, but is not limited to;
 - a. distributing copyrighted material;
 - b. distributing threatening messages;
 - c. accessing, viewing, storing, or sending pornographic or obscene material, as defined by Utah Code 76-10-1201 or material that is deemed inappropriate or disruptive to the educational process
 - d. accessing or distributing material protected by trade secrets. This prohibition includes any activity that would be in the violation of any federal, state, or local law.
 6. Providing personal addresses, phone numbers, and financial information of any individual, other than oneself, in any network communication.
 7. Using the Internet for commercial purposes, financial gain, , product advertisement, religious or political lobbying.
 8. Attempting vandalism defined as any attempt to harm or destroy data of another user, another agency, or network connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.
 9. Degrading or disrupting network equipment, software, or system performance.
 10. Wasting finite network resources.
 11. Invading the privacy of individuals or disclosing confidential information about other individuals unless directly related to one's work assignment.
 12. Posting personal communications without the original author's consent.

13. Posting anonymous messages.
 14. Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
 15. Using material which may be deemed to violate any district policy or the Professional and Ethical Guidelines as outlined by the Utah State Office of Education.
 16. Communicating threats of violence or making slanderous or defamatory comments about individuals.
- D. District Internet accounts shall be used only by the authorized owner of the account, and account owners are responsible for all activity under their account.
- E. District Internet accounts shall be considered automatically terminated upon retirement, resignation, termination, or conclusion of elected term. Upon termination of an Internet account or access for any reason, the Park City School District may remove or delete any or all information from the account. The Park City School District shall not be obligated to give any prior notification that an account will be terminated or that a terminated account's information will be removed or deleted.
1. No employee, upon retirement, termination, or resignation, should destroy data or information pertinent to the function of his/her position and/or the district. Any such action could be considered illegal and subject to legal action.
- F. Access for any employee to electronic information resources is a privilege, not a right. Access for employees shall be as a guest on the Park City School District's resources and said access may be revoked at anytime, for any reason.
- G. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination), and/or referral to legal authorities. The principal/supervisor or systems administrator may limit, suspend, or revoke Wide Area Network (WAN) and/or Internet access of any employee.

III. Acceptable Use:

- A. The use of an assigned account, professional website, or professional social media site(s), must be within the educational and professional employment goals of the Park City School District and follow the District Web Sites and Social Media Procedure.
- B. The employee is advised not to reveal personal information for him/herself and others such as home address, phone numbers, password, credit card numbers or social security number or similar information for others or for organizations.

IV. Other Conditions:

- A. Each employee is expected to abide by the generally accepted rules of user etiquette. These rules include but are not limited to the following:
 1. Never send or encourage others to send abusive messages.
 2. Never use the network in any way that would disrupt network use by others. Use electronic mail appropriately no sales, advertisements, solicitations, or excessive volume, etc.
 3. Limit network use for personal purposes.
- B. Each employee shares in the responsibility for system security. Do not use another individual's account nor log on to the system as the systems administrator.
- C. Each employee shares in the responsibility to protect the system against vandalism. Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the network, or the Internet system. Vandalism also includes, but is not limited to abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses.
- D. Any employee working with students using electronic sources of information has a responsibility to enforce the Student Acceptable Use Guidelines and to provide appropriate supervision for student use.
- E. Any employee who becomes aware of illegal or inappropriate activities, security problems, or of violations to Policy 9110 Acceptable Use Policy for Internet Access and Technology Use, Student Acceptable Use Guidelines, or Employee the Acceptable Use Guidelines must report these to the appropriate local principal, supervisor, or systems administrator.

V. Service Disclaimer

The Park City School District makes no warranties of any kind whether expressed or implied for the electronic information services it is providing. The Park City School District will not be responsible for any damages an employee suffers while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or employee errors or omissions. Use of any information obtained via the information system is at the employee's own risk. Park City School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

VI. Notice

Employees are to receive notice from their immediate supervisor about these guidelines at the beginning of each school year.

VII. Consequences of Misuse

Definitions:

Illegal, unauthorized, or improper materials and/or uses shall be defined as materials that are inappropriate in a school setting (such as but not limited to pornography and vulgar language), uses that violate local, state and/or federal laws, or are prohibited by the responsible use agreement. Employees in violation of the responsible use agreement will be subject to the following sanctions.

1. Supervisors and administrators, who are aware of illegal, unauthorized, or improper materials and/or uses must take immediate action to address the violation.
2. If, after investigation, it is determined that an employee is in violation of the standards of the Acceptable Use Policy, the district administrator may initiate immediate termination in accordance with district policies or, in consultation with the superintendent, take other appropriate disciplinary action.
3. Licensed educators found to be in violation of the acceptable use agreement will be referred to the Utah Professional Practices Advisory Commission (UPPAC).

Employee Signature

Date

Employee Name (Please Print)