

820

ACCEPTABLE USE OF ELECTRONIC SYSTEMS/COMMUNICATIONS

JANUARY 30, 2013

1 **820 ACCEPTABLE USE OF ELECTRONIC SYSTEMS/COMMUNICATIONS**

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3 **A. PURPOSE**

- 4 1. To establish an Internet Systems Safety Policy (IST) and to provide permissible uses of the
5 Carbon Lehigh Intermediate Unit’s work place technology including voice mail system,
6 electronic mail, computers, fax machines, Internet systems, flash drives, cell phones and any
7 other electronic devices or systems provided by Carbon Lehigh Intermediate Unit (“CLIU”).

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9 **B. AUTHORITY**

- 10 1. The Board directs the Management Information Systems (“MIS”) department to provide
11 electronic communication/information collection systems and voicemail systems that facilitate
12 inter/intraoffice communication and/or information collection for conducting Carbon Lehigh
13 Intermediate Unit business.

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15 **C. DEFINITIONS**

- 16 1. Users Carbon Lehigh Intermediate Unit Staff Members, students enrolled at Carbon Lehigh
17 Intermediate Unit site locations and any other individual given permission by the Carbon Lehigh
18 Intermediate Unit Executive Director or his/her designee to access the work place technology
19 including but not limited to Internet systems, electronic mail, computers, cell phones, flash drives,
20 fax machines, voice mail systems or any other electronic device/systems provided by the CLIU.
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22 2. Electronic Mail is the simultaneous electronic transfer of text messages, images, files,
23 information or data to one or more parties via the intranet or Internet systems.
24
25 3. Voice Mail is the electronic transfer of voice messages via the telephone system.
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27 4. Internet Systems Access is the ability to connect to the Internet systems and access, utilize and
28 manipulate data, images, material, files and information.
29
30 5. Child Pornography Any visual depiction, including any photograph, film, video, picture, or
31 computer-generate image or picture, whether made or produced by electronic, mechanical, or
32 other means, of sexually explicit conduct, where:
33 a. The production of such visual depiction involves the use of a minor engaging in sexually
34 explicit conduct;
35 b. Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
36 c. Such visual depiction has been created, adapted, or modified to appear that an identifiable
37 minor is engaging in sexually explicit conduct; or

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- 38 d. Such visual depiction is advertised, promoted, presented, described, or distributed in such a
39 manner that conveys the impression that the material is or contains a visual depiction of a
40 minor engaging in sexually explicit conduct.
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- 42 6. Harmful To Minors
43 Any picture, image, graphic image file or other visual depictions
- 44 a. taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or
45 excretion;
46 b. depicts, describes, or represents in a patently offensive way with respect to what is suitable
47 for minors, an actual or simulated sexual content, actual or simulated normal or perverted
48 sexual acts, or lewd exhibition of the genitals, and
49 c. taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

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51 **D. ACCESS TO SYSTEM(S)**

- 52 1. Access to and use of the Internet systems, electronic mail, cell phones, flash drives, voice mail or
53 any electronic device/system provided by the CLIU is a privilege granted solely to employees
54 who are provided an authorized user account or other individuals specifically granted permission
55 by the Carbon Lehigh Intermediate Unit Executive Director or his/her designee.
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- 57 2. The Carbon Lehigh Intermediate Unit Executive Director or his/her designee shall be responsible
58 for implementing technology and procedures to determine whether the organization's work place
59 technology are being used for the purposes prohibited by law or for accessing sexually explicit
60 materials. The procedure shall include but not limited to:
- 61 a. Utilizing a technology protection measure that blocks or filters Internet systems access for
62 minors and adults to certain visual depictions that are obscene, child pornography, harmful to
63 minors with respect to use by minors, or determined inappropriate for use by minors by the
64 Board.
65 b. Maintaining and securing a usage log.
66 c. Monitoring online activities of minors.
67
- 68 3. The CLIU establishes that access to and use of the Internet systems, electronic mail, cell phones,
69 flash drives, voice mail or any electronic device/system provided by the CLIU is a privilege and
70 not a right.
71
- 72 4. The CLIU reserves the right to revoke, remove or disable user privileges and/or accounts
73 temporarily or permanently at its sole discretion.
74
- 75 5. In order to be issued access and user privileges, an employee must read this policy and sign a user
76 agreement.
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78 6. Employees may only access and use work place technology including Internet systems, electronic
79 mail system, computers, cell phone, CLIU network, and/or voice mail system through their
80 authorized user account unless otherwise directed by a CLIU administrator.

81

82 **E. PERMISSIBLE USE**

83 1. An Employee who is provided an authorized account or other person given permission by a
84 Carbon Lehigh Intermediate Unit Administrator may access and use the work place technology
85 including Internet systems, electronic mail, fax machine, computers and/or voice mail system for
86 official Carbon Lehigh Intermediate Unit business, so long as such use is:

87 a. Performed in a professional and ethical manner as deemed by the CLIU in its sole discretion;

88 b. Does not violate state or federal law;

89 c. Does not violate board policy;

90 d. Does not result in an infringement or violation upon any patents or copyrights;

91 e. Does not result in personal use involving significant use of CLIU resources, direct costs, or
92 any interference with the performance of CLIU designated duties, work, responsibilities or
93 data communication networks as deemed by the CLIU in its absolute discretion;

94 f. Does not result in commercial gain, private profit or local market competition with the CLIU
95 (This includes but is not limited to chain letters, solicitation of business or services, sales of
96 personal property, etc.);

97 g. Does not result in offering or providing goods or services or purchasing goods or services for
98 personal use;

99 h. Does not result in political lobbying, as defined by the state statute covering political
100 lobbying (Intermediate Unit employees may use the system to communicate with their
101 elected representatives and to express their opinion on political issues during break periods.);

102 i. Does not result in the sharing of confidential information about students and/or Carbon
103 Lehigh Intermediate Unit staff;

104 j. Does not result in accessing, creating, displaying, uploading, downloading, copying, sending,
105 storing, transmitting or distributing pornographic, obscene, sexually explicit, abusive,
106 harassing, lewd, offensive, threatening or hate data, images, material or literature;

107 k. Does not result in the accessing, creating, displaying, uploading, downloading, copying,
108 storing, sending, distributing or transmitting obscene, pornographic, abusive, sexually
109 explicit, hate, harassing, lewd, offensive or threatening language or voice messages;

110 l. Does not result in annoying or harassing an individual;

111 m. Does not result in using another's individual's account or identity, e.g., forging electronic or
112 voice mail; or

113 n. Does not result in activity that the CLIU in its absolute discretion determines to be
114 unacceptable or inappropriate.

115 o. Does not result in access to obscene or pornographic material or child pornography.

116 p. Does not result in access by students and minors to material that is harmful to minors or is
117 determined in appropriate for minors in accordance with Board policy.

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- 118 q. Does not result in intentional obtaining or modifying of files, passwords, and data belonging
119 to other users.
120 r. Does not result in disruption of the work of other users.
121 s. Does not result in disruption, modification, abuse or unauthorized access to network
122 hardware, software, and files.
123

124 **F. STATUS OF COMMUNICATIONS AND/OR INFORMATION**

- 125 1. Communications, messages, data, images, material, literature and/or information accessed,
126 created, displayed, saved, sent, received, downloaded, uploaded, copied, stored, distributed and/or
127 transmitted using the electronic mail, Internet systems or voice mail are the property of the
128 Carbon Lehigh Intermediate Unit and are not to be considered private property.
- 129 2. The CLIU's Network records all electronic transfers of information, communications, data,
130 images, material and/or literature accessed, created, displayed, uploaded, downloaded, copied,
131 stored, sent, transmitted and/or distributed using the electronic mail and/or Internet systems.
- 132 3. The CLIU reserves the right to record, review, store and disclose all communications, messages,
133 data, images, material, literature and/or information to, inter alia, ascertain compliance with
134 acceptable use policies at any time the CLIU deems. The MIS Department may delete files
135 deemed to be beyond managerial storage levels.

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137 **G. SECURITY**

- 138 1. System security is protected through the use of passwords. Failure to adequately protect or
139 update passwords could result in unauthorized access to personal or CLIU files. To protect the
140 integrity of the system, the following guidelines shall be followed:
- 141 a. Users shall not reveal their passwords to anyone other than a designated person(s) so
142 identified by the Carbon Lehigh Intermediate Unit Executive Director (Executive Director) or
143 the Executive Director's designee.
- 144 b. Users are not to use a computer that has been logged in under another student's or
145 employee's name
- 146 c. Any user identified as a security risk or having a history of problems with other computer
147 systems may be denied access to the network.

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149 **H. SAFETY**

- 150 1. The CLIU is committed to providing quality and filtered network access. A user who receives
151 threatening or unwelcome communications shall report such immediately to a supervisor,
152 director, or administrator. Users shall not reveal personal information to other users on the
153 network, including but not limited too, chat rooms, e-mail, Internet systems, etc.

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2. Any computer/server utilized within the CLIU network by students or staff shall be provided with Internet systems blocking/filtering protection measures.
 3. Internet systems safety measures shall effectively address the following:
 - a. Control of access by minors to inappropriate matter on the Internet systems and World Wide Web.
 - b. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
 - c. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 - d. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
 - e. Restriction of minor’s access to materials harmful to them.
 - f. The Carbon Lehigh Intermediate Unit Executive Director or his/her designee may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purposes.
 4. Student Safety – When posting information to the web, it is important to consider that anyone can view that information. Special care should be taken when posting student information to the web:
 - a. No web page content should allow people accessing the page to contact any student directly.
 - b. If a student’s picture or project is to be published on the Internet or transmitted outside of the CLIU, a signed parent/guardian permission release form is required.
 - c. Public WebPages and other forms of electronic data transferred outside of the CLIU’s digital network shall not contain any personal student information. Schools should proceed with caution and sensitivity in this area.
 - d. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student.
 - e. Employees may use first names and last initials or other codes, such as the teacher’s name and a number for each student within the web page and with all file names.
 5. The Carbon Lehigh Intermediate Unit recognizes the importance of teaching acceptable use and online safety to students. The Carbon Lehigh Intermediate Unit’s Special Programs and Services Department will provide instruction to students, enrolled at a CLIU site based program, about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyber bullying awareness and response.

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189 **I. SANCTIONS FOR VIOLATION OF POLICY**

- 190 1. Access to and use of work place technology including electronic mail system, voice mail
191 system, fax machine, computer, cell phone, flash drive, the Internet systems or any
192 electronic device provided by the CLIU for anything other than the permissible use stated
193 in this policy whether through ignorance, negligence, or deliberate disregard may result
194 in the revocation of privileges and/or user accounts and/or disciplinary action up to and
195 including termination. In addition, illegal use of electronic mail, voice mail, cell phone,
196 flash drive or the Internet systems will be reported to the appropriate legal authorities.