

Dauphin County Technical School - Acceptable Use Agreement

General Information

Dauphin County Technical School (DCTS) provides Technology Resources, including but not limited to, computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The DCTS network is available for use by staff and students of DCTS in order to provide them with equal access to the computing resources which serve public education. This agreement is in effect whether the technology resource is connected to the DCTS network or is in use outside the network.

The procedures and guidelines described in this Agreement apply to all users of a DCTS Technology Resource, regardless of location. Violations may result in disciplinary action and may include civil and criminal liability.

CIPA and Content Filtering

DCTS has established procedures to comply with the Children's Internet Protection Act (CIPA), which mandates that:

- All computers incorporate technology to protect students from obscene material, child pornography, and other harmful material while on the DCTS network.
- All student online activity is monitored while on the DCTS network.
- All students receive education regarding appropriate online behavior, including with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Dauphin County Technical School will establish policies related to online safety.

DCTS will maintain technology protection measures such as filtering software, to limit access to prohibited material. While DCTS uses Internet content filters, any filtering of information should not be considered all inclusive. DCTS cannot eliminate the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the DCTS. DCTS is not responsible for material viewed or downloaded by users from the Internet. DCTS reserves the right to limit students' access to content, due to legitimate pedagogical, safety and system integrity concerns.

Students who inadvertently access inappropriate material must notify the supervising teacher so that the websites can be blocked. Students who are blocked from sites needed for specific educational purposes can request that the site be unblocked. Students can process the request through the teachers for which the content is necessary.

No Expectation of Privacy

Students have no expectation of privacy in anything they create, store, send, or receive on DCTS Technology Resources. The Technology Resources belong to DCTS and may be used only for educational purposes.

DCTS has the right to monitor any and all aspects of its Technology Resources, including, but not limited to, monitoring sites visited by students on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by students to the Internet, and reviewing communications and/or e-mail sent and received by students.

Students expressly waive any right of privacy in anything they create, store, send, or receive on the DCTS Technology Resources. Students consent to allowing the system administrator to access and review all materials they create, store, send, or receive on the DCTS Technology Resources. Students understand that DCTS may use human or automated means to monitor use of its Technology Resources.

COPPA

Under the provisions of COPPA (Children's Online Privacy Protection Act), all commercial websites must obtain prior consent before children under the age of 13 are permitted to share any personal information about themselves, or are permitted to use any interactive communication technologies where they would be able to share personal information with others. Although sites used for educational purposes which do not share student information outside of the school environment are exempt, we cannot allow students under 13 years of age to visit outside sites without parental consent. Both students in this age group and their teachers will be educated as to the provisions of the law.

COPPA requires express parental permission for children under the age of 13 to access any websites that can, or are able to, collect information via interactive components, prior to allowing children under the age of 13 to access its site. The site must secure this permission regardless of whether information is collected. Students under the age of 13 visiting such sites without permission will be in violation of this Agreement. By providing a signature, parents/guardians are granting permission for their child under the age of 13 to access such sites as part of the curricular activities of the school.

Electronic Mail

Electronic mail ("e-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient or until they reach the expiration date set by the system administrator.

A canceled DCTS account will not retain its mail. Members are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the member.

The contents of messages will not be provided to anyone other than the sender or an intended recipient without the consent of the sender or the intended recipients, unless required to do so by law or policies of DCTS or to investigate complaints regarding mail that may be in violation of this agreement. Anyone receiving inappropriate mail should refer it to the proper authorities for investigation.

DCTS will provide e-mail accounts to all staff and students who require them for curricular or professional purposes. **These accounts are for educational use only.** DCTS provided e-mail

accounts may not be used to sign up for personal or promotional services. Student use of outside e-mail accounts or web-based e-mail is prohibited, without teacher supervision and express permission.

Confidentiality

The DCTS may reveal a staff member's or student's name or photograph unless the staff or student has opted out via a written request. No confidential information concerning staff and students shall be transmitted or shared, except as required by law.

All web pages created by staff and students will be subject to treatment as DCTS sponsored publications. Accordingly, DCTS reserves the right to exercise editorial control over such publications, including the use of student names and images, in accordance with the opt-out policy described above.

Links

Some links on the DCTS website will allow users to leave the site. The linked sites are not under the control of DCTS, and DCTS is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. DCTS is providing these links only as a convenience. The inclusion of any link does not imply endorsement of the site by DCTS.

Expected Conduct

Students are expected to act in a responsible, ethical, and legal manner in accordance with the DCTS Student Code of Conduct, and federal and state law.

Students are required to follow expectations including, but not limited to:

- Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication or displayed on or stored in DCTS Technology Resources.
- DCTS Technology Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, political material, except as relevant to educational purposes.
- Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other materials they wish to download or copy.
- Students may not install, update, enable or download software without the expressed consent of the Technology Department.
- Users encountering or receiving inappropriate material should immediately report the incident to a teacher or a school administrator.
- Students must give credit to other authors or persons or sources if they are going to use their work or ideas.
- Students who print more than their allowed number of prints, as established by the Administration, will be financially responsible for excess usage.
- Students may not deliberately perform acts that waste or misuse DCTS Technology Resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to, sending mass mailings, phishing e-mail or chain letters, destructive

programs (viruses, malware, adware or self-replicating code), playing games, engaging in online chat groups.

- Game, audio, video, and picture files may not be downloaded unless they are related to curriculum.
- Students may not access the DCTS network through non-secure WiFi or a non-DCTS provided hotspot.
- Students may not bypass the DCTS network to access unauthorized networks or content.
- Students may not permit another person to use their account “username” and “password.
- Students may not intentionally obtain or modify files, passwords, user accounts and/or data belonging to other users.
- Students may not make unauthorized purchases of products and/or services using DCTS Technology Resources.
- Students may not use DCTS Technology Resources to violate the privacy rights of others.
- Students must log off or lock their DCTS Technology Resources when not in use.

Consequences

The consequences for violation of this agreement include, but are not limited to:

- The system administrators, at their sole discretion, reserve the right to refuse posting of files and/or to remove files.
- The user shall be financially responsible for all costs associated with damage to DCTS Technology Resources resulting from deliberate or willful acts.
- The user will be reported to the appropriate legal authorities for possible prosecution for vandalism of DCTS Technology Resources; intentional deletion or damage to files or data belonging to DCTS or others; copyright infringement; or theft of services.
- Access privileges may be suspended for a specific period of time, including permanently.
- Students may be suspended, expelled or face other school-issued consequences.

Use of DCTS Technology Resources in breach of this Agreement, in addition to the foregoing consequences, may be addressed by the victim(s) filing a complaint under the Student Complaint Process.

Agreements

Students and their parents/guardians specifically agree to indemnify DCTS and the system administrators for any losses, costs, or damages, including reasonable attorneys’ fees incurred by DCTS relating to or arising out of any breach of this agreement by the user.

DCTS reserves the right to cooperate fully with local, state, or federal officials in any investigation related to activity on the DCTS network or using DCTS Technology Resources.

Updates and Modifications

DCTS may modify this Agreement at any time, as it deems necessary. These modifications will be posted on the DCTS webpage and parents/guardians will be notified. The signatures collected on the DCTS Technology Parent Acknowledgement form will be used to indicate that the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by the established rules.