

Name \_\_\_\_\_

Date \_\_\_\_\_

**Mt. Lebanon Area School District**  
**Network and Internet Acceptable Use Agreement for Students**  
Revised April 18, 2005

**Background**

The Mt. Lebanon School Board recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the District's educational program and curriculum and to enhance the quality of student learning, as well as to promote the efficiency of District operations.

The District's electronic communications system ("Network") will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network, and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

This Network includes the Internet, which is a global information and communication network that provides a tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by students necessarily raises concerns about safety and security. The District will provide guidance to help students learn to use the Internet in a safe and responsible manner.

The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the Network outweigh the risk that users may misuse the Network for purposes that are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

**Definitions**

The term "Network" shall be interpreted to include any and all District owned computers, servers, any hardware or software, the District's local area network (LAN), municipal area network (MAN), all wireless access points, the Internet, the District Intranet, self-contained electronic mail systems, and any other elements of the District's computer, telecommunications or electronic communication/information systems.

**Objective**

To provide for and establish a reasonable and equitable policy for the use of the District's Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the District's educational program, curriculum and internal operations and to promote a policy of Internet safety.

**Policy**

**A. Acceptable Network Use**

The Network may be used only as a tool to support and advance the functions of the District and curriculum and educational program. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents, depending upon the age of the student as specified by administrative procedures) who wish to use the Network must sign one or more Network agreements whenever requested by the District.

Students may use the Network only in support of education and research consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including the copyright law, and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or his/her designee, who shall review the matter and respond promptly.

**B. Inappropriate Use and Activities**

The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; use for commercial purposes or illegal purposes, or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, or code of conduct. Inappropriate use of the Network may result in suspension or cancellation of Network privileges. In addition to suspension or cancellation of Network privileges, inappropriate use of the Network may result in disciplinary action up to and including suspension or expulsion from school, in the case of a student, or suspension or termination of employment in the case of an employee. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities.

**C. Protection and Filtering**

The District shall employ appropriate technology protection measures during use of computers with Internet access by students. Such technology shall be designed to block or filter access to visual depictions that are obscene, pornographic or harmful to minors. In addition, the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff. The District may also use blocking or filtering technology to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

In order to protect the Network, users may not connect non-District computers, personal laptop computers, or other personal computing devices or peripherals to the Network. In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without the permission of the Network supervisor. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files, for appropriate school-related work, but not for personal use.

**D. Ownership and Retention**

Any and all material or information placed in any file on the District's Network becomes District property. The District reserves the right to access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and program.

**Administrative Responsibility**

It shall be the responsibility of the Administration to develop and publish written administrative procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate Network use, website access and website links, a Network agreement form, security measures including password procedures, measures designed to restrict access to harmful or inappropriate matter on the Internet, procedures for promoting the safety and security of students when using electronic mail and prevention of unauthorized access and any other matter deemed necessary or advisable to implement this policy.

**Acceptable Use and Internet Safety**

**Student User Agreement**

I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Mt. Lebanon School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Mt. Lebanon School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless Mt. Lebanon School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system.

**Student Name (Please Print)**

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**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent or Guardian Consent for Independent Use**

As the parent or guardian of the student signing above, I have read the Network/Internet Use Policy and guidelines for independent use established by the Mt. Lebanon School District. I grant permission for my son or daughter to access networked computer services such as the Internet and the World Wide Web. I understand that some materials on the computers, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet and World Wide Web use—setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information or media. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

**Parent or Guardian Name (Please Print)**

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**Parent or Guardian Signature**

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**Date**

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