



Section: OPERATIONS
Title: ACCEPTABLE USE OF INTERNET AND COMPUTERS
Adopted: April 17, 2001
Revised:

	<p>813. ACCEPTABLE USE OF INTERNET AND COMPUTERS</p>	
<p>1. Purpose</p>	<p>Access to unique resources and the opportunity for collaborative work is now available at the Lebanon County Career and Technology Center through the use of technological/ telecommunications systems. All such use must be in support of education and research, and consistent with the goals and policies of this school; therefore, the technological/ telecommunications systems will be used to support the school’s curriculum, the educational community, projects, communications and research for students, faculty, staff and related personnel.</p> <p>The Lebanon County Career and Technology Center’s Acceptable Use Policy is designed to provide information and guidelines for utilizing the school’s technological/ telecommunications systems. In order to assure the understanding of this Acceptable Use Policy regarding the INTERNET, Local Area Networks (LANS), computers and related technological/ telecommunications systems use in the Lebanon County Career and Technology Center, the student, parent and teacher must read and sign this document.</p>	
<p>2. Authority</p>	<p>Lebanon County Career and Technology Center Administration reserves the right to record the use of the technological/telecommunications systems and monitor file server space utilization by school users. No expectation of privacy should be assumed. In addition, the Lebanon County Career and Technology Center reserves the right to remove a user account from their networks to prevent unauthorized use or illegal activity.</p> <ul style="list-style-type: none"> • Technological/telecommunications systems operation in the Lebanon County Career and Technology Center will be approved by the Administrative Director and monitored by the Technology Coordinator. • Individual terminal control will be administered by the program teacher and/or Technology Coordinator. 	
<p>3. Guidelines</p>	<p><u>Procedures</u></p> <p>All use of the Lebanon County Career and Technology Center’s technological/telecommunications systems are intended to be used for educational purposes and to carry out the legitimate business of the Lebanon County Career and Technology Center. Appropriate use of these resources includes instruction, independent study,</p>	

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authorized research and the official work of the offices, departments, recognized student organizations and agencies of the Lebanon County Career and Technology Center.

The policy shall apply to all users – Lebanon County Career and Technology Center students, faculty, staff and related personnel – of all technological/telecommunications systems which are entered via equipment and access lines located at the Lebanon County Career and Technology Center, or who obtain their access privileges through association with the Lebanon County Career and Technology Center.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the technological/ telecommunications systems should be assumed to be private property and shall not be disclosed. Users shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc. which is protected under the copyright laws, will not be transmitted nor stored without the express written permission of the copyright owner.

Privileges and Rights

Access to the Lebanon County Career and Technology Center networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

Responsibilities or Prohibitions

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no condition should a user give his/her password to another user or share his/her account.

It is the user’s responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the INTERNET and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic materials, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the INTERNET.

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Each student who receives an account will discuss with a faculty member, the proper usage of the systems and ramifications of improper usage. Based upon the acceptable use guidelines outlined in this document, the administration will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the Lebanon County Career and Technology Center's technological/telecommunications systems, which includes the INTERNET and local area networks for illegal, inappropriate or unethical purposes by students, staff, faculty or related personnel is prohibited. More specifically:

- Use of the networks to facilitate illegal activities is prohibited.
- Use of the networks for commercial or for-profit purposes is prohibited.
- Use of the networks for non-work or non-school related communications is prohibited.
- Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks is prohibited.
- The unauthorized/illegal installation, distribution, reproduction or use of copyrighted software on Lebanon County Career and Technology Center's computers is prohibited.
- Use of the networks to access obscene or pornographic materials is prohibited.
- Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the networks to misrepresent other users on the network is prohibited.
- Use of the school technology or the networks for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games programs, files or other electronic media is prohibited.
- The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
- Use of the methods which result in any copyright violation is prohibited.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, to tamper, interfere, intercept or use electronic mail for criminal purposes is prohibited.

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Consequences For Inappropriate Use

The technological/telecommunications systems, user, student, staff, faculty member, or related personnel, shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal laws and violators will be reported to the appropriate legal authorities for possible prosecution.

INTERNET access, one of the many technological services available at Lebanon County Career and Technology Center, is now available. While the INTERNET provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the INTERNET, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the Lebanon County Career and Technology Center requires parental permission for student World Wide Web access.

In order to insure adequate resources for all users, the Lebanon County Career and Technology Center reserves the right to log network(s) use and monitor fileserver space and bandwidth. Users must delete e-mail messages on a daily basis to conserve fileserver space.

The Lebanon County Career and Technology Center makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Any use of any information obtained through the Lebanon County Career and Technology Center's networks is at your own risk. The Lebanon County Career and Technology Center specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications systems.