

READING MUHLENBERG CTC

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
ELECTRONIC RESOURCES

ADOPTED: November 12, 2007

REVISED: September 8, 2014

	<p style="text-align: center;">815. ACCEPTABLE USE OF ELECTRONIC RESOURCES</p> <p>1. Purpose</p> <p>The Reading Muhlenberg Career & Technology Center (RMCTC) provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.</p> <p>The Joint School Committee (JSC) supports the use of the RMCTC’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the RMCTC, and to carry out the legitimate business and operation of the RMCTC.</p> <p>The use of the RMCTC’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the RMCTC. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the RMCTC as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the RMCTC’s technology resources.</p> <p>All employees and students are responsible for the appropriate and lawful use of the RMCTC’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the RMCTC’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.</p> <p>2 Authority</p> <p>The JSC establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. RMCTC’s technology resources are the property of the RMCTC. RMCTC provides these</p>
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	<p>resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.</p> <p>The Administrative Director or his/her designee is ultimately responsible for overseeing the RMCTC’s technology resources. The Administrative Director will designate a IT Staff member who will serve as the coordinator and supervisor of the RMCTC’s technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the RMCTC’s technology resources and the requirements of this policy, and who will establish a system to ensure that users who access RMCTC technology resources have agreed to abide by the terms of this policy.</p> <p>The Administrative Director or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:</p> <ol style="list-style-type: none"> 1. Access by minors to inappropriate or harmful content. 2. Safety and security of minors when using electronic mail, chat rooms, and social networking. 3. Prevention of unauthorized access of RMCTC technology resources. 4. Prevention of unauthorized disclosure and dissemination of minors’ personal information.
<p>3. Definitions</p>	<p>RMCTC Technology Resources RMCTC technology resources means all technology owned and/or operated by the RMCTC, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.</p> <p>User User means anyone who utilizes or attempts to utilize RMCTC technology resources while on or off RMCTC property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the RMCTC that may use RMCTC technology.</p>
<p>4. Guidelines</p>	<p><u>Un-authorized Use Prohibited</u> Only users who have agreed to abide by the terms of this policy may utilize the RMCTC’s technology resources. Unauthorized use, utilizing another user’s RMCTC account, or exceeding one’s authorization to use RMCTC technology resources is prohibited.</p> <p><u>Use of Personal Electronic Devices</u> The use of personal electronic devices on the RMCTC network is permitted only on designated networks. When a user connects a personal electronic device to a RMCTC network or RMCTC technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and</p>

<p>Children’s Internet Protection Act 47 U.S.C. § 254</p> <p>34 C.F.R. 54.520</p> <p>Child Internet Protection Act 24 P.S. § 4601 et seq.</p>	<p>access as if a RMCTC-owned device were being utilized. Users who connect a personal electronic device to a RMCTC network explicitly waive any expectation of privacy in the content exchanged over the RMCTC technology resources.</p> <p><u>Privacy</u> The RMCTC reserves the right to monitor any user’s utilization of RMCTC technology resources. Users have no expectation of privacy while using RMCTC technology resources whether on or off RMCTC property. The RMCTC may monitor, inspect, copy, and review any and all usage of RMCTC technology resources including information transmitted and received via the Internet to ensure compliance with this and other RMCTC policies, and state and federal law. All e-mails and messages, as well as any files stored on RMCTC technology resources may be inspected at any time for any reason.</p> <p><u>Internet Filtering and CIPA Compliance</u> The RMCTC utilizes content and message filters to prevent users from accessing material through RMCTC technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the RMCTC’s educational mission. The Administrative Director or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the RMCTC’s filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.</p> <p>The JSC directs that the Administrative Director or his/her designee ensure that students are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.</p> <p><u>Monitoring</u> RMCTC technology resources shall be periodically monitored to ensure compliance with this and other RMCTC policies including monitoring of users’ online activities. Appropriate IT staff member designated by the Administrative Director shall ensure that regular monitoring is completed pursuant to this section. However, the Administrative Director, or his/her designee, shall also implement procedures to ensure that RMCTC technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen RMCTC technology.</p> <p><u>RMCTC Provided Resources</u> RMCTC technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain</p>
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the property of the RMCTC and may be revoked, suspended, or inspected at any time to ensure compliance with this and other RMCTC policies. Users do not have an expectation of privacy in any RMCTC provided technology resource or any of its contents.

General Prohibitions

The following uses of RMCTC technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other RMCTC policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic material.
8. Use of technology resources to attempt to interfere with or disrupt RMCTC technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of RMCTC technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the RMCTC’s technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the RMCTC.
13. Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any RMCTC information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the RMCTC’s business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or

<p>17 U.S.C. Sec. 101 et seq 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 School Code 24 P.S. Sec. 4601 et seq</p> <p>5. Delegation of Responsibility</p> <p>6. Limitation of Liability</p>	<p>utilities not explicitly authorized by the RMCTC IT staff.</p> <ol style="list-style-type: none"> 18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources. 19. Copying RMCTC software without express authorization from a member of the RMCTC’s IT staff. 20. Use of technology resources for commercial purposes. 21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.) 22. Use of RMCTC technology resources to tether or otherwise connect to a non-RMCTC owned device to access an unfiltered and/or unmonitored internet connection. 23. The use of proxies or other means to bypass internet content filters and monitoring. 24. The use of technology resources to gamble. 25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account. 26. The use of encryption software that has not been previously approved by the RMCTC. 27. Sending unsolicited mass-email messages, also known as spam. 28. Scanning the RMCTC’s technology resources for security vulnerabilities. <p><u>Consequences for Inappropriate Use of RMCTC Technology</u></p> <p>Violations of this policy may result in the temporary or permanent revocation of a user’s right to access RMCTC technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.</p> <p>The Administrative Director shall develop procedures, in cooperation with the RMCTC IT staff, for the acceptable use of all RMCTC technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.</p> <p>The RMCTC makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The RMCTC is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the RMCTC’s technology resources is at the user’s own risk.</p>
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**READING MUHLENBERG CAREER & TECHNOLOGY CENTER
ACCEPTABLE USE OF ELECTRONIC RESOURCES**

Employee User Agreement

After reading, Reading Muhlenberg Career & Technology Center (RMCTC) Acceptable Use of Electronic Resources Policy, please read and complete portion of the following contract completely and legibly.

I have read the **Reading Muhlenberg Career & Technology Center (RMCTC) Acceptable Use of Electronic Resources Policy** (policy #815). I understand that access is a privilege and not a right. I have read, understand and will abide by the provisions therein. I further understand that violation of the regulations will not be acceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and appropriate legal action may be taken.

I have read and understand the conditions of the above stated policies.

Employee's Name: (please print): _____

Employee's Signature: _____

Date: _____