

NETWORK AND INTERNET ACCEPTABLE USE POLICY

CAP's local-area network (CAP network) provides faculty, staff, and students with access to an assortment of instructional technology resources. The CAP network is defined as any part of and all of the electronic equipment and accessories used to provide computer resources to CAP's faculty, staff, and students.

Before using the CAP network or any CAP-provided computer resource, a signed form stating that you have read and understand this Network and Internet Acceptable Use Policy must be on file for the current academic year for all students and staff. For students, the form must also be signed by a parent or guardian.

A. Purpose

The purpose of the CAP network is to advance and promote educational opportunities, innovation and educational excellence, and to provide students and teachers access to a worldwide array of educational resources. Access to the resources on the network improves learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. The Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), concerns access in schools and libraries to the Internet. Among other things, it calls for schools and libraries that receive discounted Internet access through the E-Rate program to have in place appropriate electronic filters to prevent children from using school Internet resources to access certain prohibited materials, including material that is obscene, material that contains child pornography, and material that is harmful to minors. It is the policy of CAP to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

Supervision, Monitoring, and Training

Access to the CAP network and the Internet is a privilege, not a right, extended by CAP to staff, students, and others for the purposes stated above. CAP has the right to restrict or terminate network access, and/or take disciplinary action, up to suspension or expulsion (students) or dismissal (staff) if an individual violates this policy.

CAP reserves the right to monitor all use of its network, including, but not limited to: e-mail, instant messaging, and online activities. Network storage areas will be treated like school lockers that can be inspected at any time. Network administrators may review communications to maintain integrity system-wide and ensure that students and staff are using the system in a responsible manner. Users should not have any expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or external drive connected to the network. The CAP system reserves the right to examine all data stored on diskettes, drives or devices involved in the user's use of the CAP network.

It shall be the responsibility of the CAP staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

CAP is committed to educating its students about appropriate online behavior. CAP will provide age-appropriate training for students who use the CAP network on appropriate behavior when interacting with other individuals on social networking websites and in chat rooms as well as cyber-bullying awareness and response.

Internet Safety Policy

In accordance with the CIPA, this document serves as CAP's Internet Safety Policy. CAP has software in place that blocks and filters inappropriate materials, including Internet sites that are obscene, contain child pornography, or contain material that is harmful to minors, as those terms are defined in the CIPA. As mandated by CIPA, such filtering software is in place on all computers accessing the Internet through the CAP network. The filters may be turned off temporarily for academic or research use by staff members with the approval of the Technology Department.

Misuse of the Internet slows Internet access and is unsafe for students. The Technology Department filters the Internet; students caught attempting to bypass the filters will be subject to disciplinary action. *See* Code of Conduct § V.A.19.

Online Safety Rules

The following are basic safety rules for engaging in online activities:

- A. Students should never reveal any identifying information such as last names, ages, addresses, phone numbers, or pictures, unless approved by a teacher to meet a course requirement;
- B. Students should immediately tell their teachers, if they have received a message that they believe is inappropriate or that makes them feel uncomfortable;
- C. Staff members should immediately tell their supervisors if they have received a message that they believe is inappropriate or makes them feel uncomfortable; and
- D. Users should never share a password or use anyone else's password. If a user suspects that someone has discovered his/her password, he/she should change it immediately and notify his/her teacher, if a student, or supervisor, if a staff member.

Appropriate Network Usage

The CAP network shall be used in a manner consistent with this policy, the administrative rules for using the network, and with the school's Code of Conduct.

Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. Although CAP has taken precautions to eliminate inappropriate material, it is recognized that it is impossible to restrict all access to all inappropriate materials. Staff and student access to the Internet is provided with the understanding that some material that can be accessed through the Internet may be inaccurate; and that some sites may contain material that is deemed contrary to fact or inappropriate for classroom use. **Access to such resources will not be permitted.** If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to log off the page immediately and report the incident.

To the extent practical, steps shall be taken to promote the safety and security of users of the CAP network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

This policy does not attempt to articulate all required or proscribed behavior by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered:

- The CAP network is to be used for educational purposes only. All use of the Internet must be in support of the educational goal of CAP.
- Sending, receiving, and/or accessing materials that are obscene, pornographic, or offensive is prohibited.
- Any use for illegal activity is prohibited. Examples of prohibited activities include but are not limited to the following:
 - Attempting to gain unauthorized access to the CAP network or to use CAP network to gain unauthorized access to other computer systems.
 - Going beyond your authorized access, even if only for the purposes of "browsing."
 - Attempting to disrupt the computer system or destroy data by spreading computer viruses or by other means.
 - Electronic vandalism of equipment or online content.
- Any use for political or commercial purposes is prohibited.
- Use of non school-sponsored social media is prohibited.
- Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.
- Electronic mail accounts are provided to staff in support of the instructional program and its support services.

- Users should not download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the CAP Technology Department.
- No profane, abusive, or impolite language should be used to communicate on the network or on the Internet.
- Users must respect others privacy and intellectual property. Users are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed private property.

Student E-mail Accounts

Students may be provided with electronic mail accounts on a CAP-owned Internet domain (@capstudents.org). Student use of such accounts must comply in all respects with this Network and Internet Acceptable Use Policy and all other CAP policies including, without limitation, CAP's Anti-Bullying/Anti-Hazing Policy. In addition, student e-mail use should comply with the following requirements:

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Use of the CAP e-mail system is a privilege.
- It is the responsibility of students to maintain the confidentiality of the student e-mail account information. Students will not share usernames, passwords, or other account information.
- Students will report any possible unauthorized use of their accounts to a teacher or other school official immediately.
- All student electronic mail accounts are the property of CAP.
- Electronic mail sent or received by the CAP e-mail system is not confidential. Although CAP does not make a practice of monitoring electronic mail, the school reserves the right to retrieve the contents of student mailboxes for any reason, including the conduct of internal investigations or compliance with investigations of wrongful acts by law enforcement.
- Student e-mail accounts will be deleted from CAP's systems upon graduation or leaving the school. Violation of this policy or other disciplinary action by CAP may also result in deletion of the student's e-mail account.
- Communication through CAP's e-mail system will exhibit common sense and civility. It will abide by the CAP community's mode of acceptable behavior.
- Students are responsible for messages sent from their accounts.

- Students will report any unusual activities such as “spam” communications, obscene e-mail, attempts by adults to lure them into dangerous behaviors, and the like to a teacher or administrator.
- Students should not forward chain letters, jokes, or graphics files.
- Student subscriptions to listservs, or any automated message service are permitted for students only with prior approval from a teacher.
- Students will not identify their telephone number or home address in any e-mail correspondence.

Responsibilities

Users have the responsibility to respect and protect the rights of other users in our network community and on the Internet, and in compliance with the laws of Pennsylvania and the United States.

CAP makes no guarantee that the functions or services provided by or through the CAP Network will be error-free or without defect. CAP is not responsible for any damages suffered, including but not limited to loss of data or interruptions of service. CAP is not responsible for the accuracy or quality of the information obtained through the network. CAP is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to CAP.

Consequences

If a user is found in violation of this policy, the consequence will be consistent with the CAP Code of Conduct. *See* Code of Conduct § V.A.19. The consequences imposed may include:

- Suspension or revocation of network privileges and/or computer access;
- Suspension from school (students); and/or
- Dismissal (staff).

Where appropriate, CAP will advise appropriate law enforcement agencies of suspected illegal activities conducted through the CAP network.

Warranties and Indemnification

CAP makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. CAP shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student’s use of the CAP network or the Internet under this Policy. By signing this Policy, students and their parent(s) or guardian(s) are taking full responsibility for the student’s use and agree to indemnify and hold CAP and all of its

administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with CAP in the event of CAP's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the CAP network.