

# **Westmoreland Intermediate Unit**

## **INTERNET ACCEPTABLE USE POLICY AGREEMENT**

### **Overview:**

The Westmoreland Intermediate Unit provides Internet access to administrators, teachers, and students in the school districts of Westmoreland County for educational and instructional purposes. The use of the Internet, e-mail and IU network technology must be in an ethical, lawful, and acceptable manner. This Internet Acceptable Use Policy has been established to provide the guidelines for such use. All Internet users are required to agree to this policy and sign the Internet Acceptable Use Agreement Form.

Participating school districts may also have an Acceptable Use Policy, which they require users to agree to. Those policies must include the Westmoreland Intermediate Unit Acceptable Use Policy as the minimum level of requirements for using the Internet and e-mail.

This Internet Acceptable Use Policy supercedes previous Acceptable Use Policies of the Westmoreland Intermediate Unit.

### **I. Prohibitions:**

All users are prohibited from using the Internet and e-mail in the following ways:

- A. Use for commercial, private advertisement or for-profit purposes.
- B. Use for lobbying or political purposes.
- C. Use for any illegal purpose.
- D. Use to copy, install, or distribute copyrighted materials.
- E. Use to access pornographic materials.
- F. Providing your login/password to another person.
- G. Use of another person's Internet or e-mail account.
- H. Use of threatening, obscene, or harassing remarks.
- I. Use to infiltrate or interfere with the computer network.
- J. Unauthorized access to the network, including "hacking".
- K. Use or downloading of unauthorized games, programs, files, music, or other electronic media.

- L. Use to upload/download and spread a computer virus.
- M. Use that invades the privacy of others.
- N. Use of chat rooms, listservs, or newsgroups for non-educational purposes.
- O. Disabling or circumventing or attempting to disable or circumvent Internet filtering.
- P. Tampering, interfering, or intercepting another user's e-mail.
- Q. Disclosing or disseminating any personal information about themselves or others.
- R. Use of inappropriate language/graphics or profanity.
- S. Quoting of personal communications or works in a public forum without the author's prior consent.
- T. Sending unsolicited bulk mail messages.
- U. Disclosing names, addresses, and/or phone numbers of minors.

## **II. Internet Etiquette:**

All users are expected to do the following:

- A. Be courteous and respectful when communicating with others.
- B. Use appropriate language. Swearing, vulgarities, or inappropriate graphics are not to be used.
- C. Be respectful of other users regardless of race, sexual orientation, religion, age, gender, handicaps, ethnicity, or cultural differences.
- D. Respect the privacy of other users.
- E. Periodically purge unneeded e-mail messages.

### III. WIU Internet Network Procedures:

#### A. Filtering

1. The Children's Internet Protection Act requires that filtering is on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Westmoreland Intermediate Unit has entered into an agreement with N2H2, Incorporated, to offer N2H2's Bess Internet Filtering Service to those districts that utilize the Westmoreland Intermediate Unit as their Internet Service Provider. According to N2H2, the Bess Filtering Service is fully compliant with the Children's Internet Protection Act. The Westmoreland Intermediate Unit provides the opportunity to school districts and their schools to subscribe to the Bess Internet Filtering Service.
2. All Westmoreland Intermediate Unit computers with Internet access shall be equipped with filtering software.
3. The Children's Internet Protection Act also allows for the filtering to be disabled for adults for bona fide research or other lawful uses. The act specifically states:

“An administrator, supervisor, or person authorized by the responsible authority (i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes”.

Therefore, in keeping with the above guideline of the Children's Internet Protection Act, the filtering service may be disabled on computers by the network administrator, an adult administrator, or a teacher for bona fide research or other lawful purposes. The filtering service may not be disabled by students or other minors for any reason.

#### B. Monitoring

1. The Westmoreland Intermediate Unit reserves the right to log network use, Internet activity, and e-mail filespace. In addition, the Westmoreland Intermediate Unit will periodically delete all e-mail from all e-mail accounts in order to preserve filespace. Archives of e-mail messages will not be maintained. Network administrators may review student and staff files and communications to maintain system integrity and insure that students and staff are using the system only for appropriate uses.
2. The Westmoreland Intermediate Unit reserves the right to monitor users' e-mail.

#### C. Internet Accounts

1. All users of the Westmoreland Intermediate Unit Internet network who use the Internet, e-mail, and network facilities must agree to and abide by all of the

conditions of this Internet Acceptable Use Policy. The Westmoreland Intermediate Unit will provide Internet accounts to educators in all of the participating districts. These accounts will not be created until the educator has signed the Westmoreland Intermediate Unit Internet Acceptable Use Policy Agreement form, which includes a signature from the authorized person in their respective district. Internet accounts will include an e-mail account. The Internet Acceptable Use Policy Agreement form can be found in Appendix A.

2. The IU shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The user shall be responsible for any unauthorized charges or fees incurred while accessing the Internet.

#### **IV. Policy Enforcement:**

- A. Access to the Internet is a privilege, not a right. Violations of this Internet Acceptable Use Policy will result in the cancellation of those privileges and appropriate disciplinary action.
- B. Despite the use of filtering software, students and staff may gain access to inappropriate information. In respect to students, educators must monitor and supervise student Internet activity to the best of their ability.
- C. If an inappropriate site has been reached, district staff shall contact the Westmoreland Intermediate Unit Technology Services Department in order for the site to be blocked in the future.
- D. The Westmoreland Intermediate Unit reserves the right to monitor online activities of minors.
- E. The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.

# Westmoreland Intermediate Unit

## INTERNET ACCEPTABLE USE POLICY AGREEMENT

I have read, understand, accept and agree to abide by the Westmoreland Intermediate Unit's Internet Acceptable Use Policy. I understand any violation of this policy may result in termination of my Internet and e-mail access privileges, other disciplinary action and/or legal action. I further understand that any violation of this policy is unethical and may constitute a criminal offense that could result in prosecution under State and/or Federal laws.

Please clearly print the following:

Name: \_\_\_\_\_  
School District: \_\_\_\_\_  
Building: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

*Complete information below if applicable:*

\_\_\_\_\_ Name Change  
Maiden Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please retain the Internet Acceptable Use Policy for your records and reference.*

\_\_\_\_\_  
*Sign and return this page to your supervisor.*

### For Administrative Use Only

\_\_\_\_\_ *Please check here if this request is for a WIU employee assigned to your district.*

Authorized District  
Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Superintendent or Designee)*