

Dauphin County Technical School

Acceptable Use Procedure

General Information

The Dauphin County Technical School, more commonly known as DCTS, provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only.

DCTS has established procedures to comply with the Children's Internet Protection Act (CIPA), which mandates that:

- All computers incorporate technology to protect students from obscene material, child pornography, and other harmful material.
- All student online activity is monitored.
- The Dauphin County Technical School establishes an online safety policy.

Although DCTS uses filtering software, all parties must be aware that filters are imperfect. Material that should not be accessible sometimes enters, and material that should not be blocked at times is blocked.

Students who inadvertently access inappropriate material should notify the supervising teacher, so that the websites can be blocked and to avoid any problems if the access is detected during the monitoring process.

Students or staff who are blocked from accessing sites that are erroneously blocked can request that the site be unblocked. Students can process the request through the teachers for whom they are doing work. Teachers may request the unblocking of a site through the DCTS's technical support department.

These guidelines are provided so staff, community, student users, and the parents/guardians of students are aware of their responsibilities. The Dauphin County Technical School may modify these rules when it feels changes need to be made. These modifications will be posted on the DCTS.org webpage and will be included in notifications to the parents. The signatures collected at the beginning of this document will be used to indicate that the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by the established rules.

Information Content and Uses of the System

Because DCTS provides access to the Internet, students and their parents understand that the Dauphin County Technical School and the system administrators have no control over content. The Dauphin County Technical School will provide student access to Internet resources only in supervised environments and has taken steps to prevent access to objectionable areas, but potential dangers remain. Students and their parents/guardians are advised that some sites may contain objectionable or illegal material. DCTS and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment will be dealt with according to the discipline policies of the Dauphin County Technical School, and such activities may result in termination of such students' accounts on the network.

The user agrees not to publish on or over the Dauphin County Technical School Network any information, which violates or infringes upon the rights of any other person or any information, which would be abusive, profane or sexually offensive to an average person. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of **any activity that is prohibited by law.**

Online Conduct

Transmission of material, information, or software in violation of any local, state, or federal laws is prohibited and is a breach of this policy. Users and their parents/guardians specifically agree to indemnify DCTS and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Dauphin County Technical School relating to or arising out of any breach of this section (Online Conduct) by the user.

Any action by a member of the school community that constitutes an inappropriate use of network resources or to improperly restrict other members from using those resources is strictly prohibited and may result in appropriate action in compliance with the Dauphin County Technical School's discipline code (See detailed Prohibited Content list on Page 5 of this document.

Software Libraries

Software is provided to students as a curricular resource. **No student may install, update, or download software without the expressed consent of the system administrator.** Any software having the purpose of damaging other members' accounts of the Dauphin County Technical School (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the Dauphin County Technical School's discipline code of a member who misuses the software libraries.

COPPA

Under the provisions of COPPA (Children's Online Privacy Protection Act), all commercial websites must obtain prior consent before children under the age of 13 are permitted to share any personal information about themselves, or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, e-mail, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. Although school sites are exempt and may provide these interactive forums for students, we cannot allow students under 13 years of age to visit outside sites without parental consent. Both students in this age group and their teachers will be educated as to the provisions of the law and our AUP.

COPPA and Parents

COPPA requires expressed parental permission to access any websites that can, or are able to, collect information via interactive components, before allowing children under the age of 13 to access its site. It must secure this permission regardless of whether information is collected. Simply having the ability to collect the information requires the parental permission for access. (Consent forms sent by parents/guardians via e-mail are not sufficient as parental permission.)

The Dauphin County Technical School is aware of the provisions of and educates its staff and affected students about their rights and responsibilities. Students under the age of 13 visiting such sites without permission or direction will be in violation of this policy.

COPPA and Students

Students under the age of 13 may not visit any websites capable of collecting personal information unless it is for curricular reasons and is under the direction or supervision of a teaching staff member of DCTS. By signing this document, you, as the parent/guardian, are granting permission for your child under the age of 13 to access such sites as part of the curricular activities of the school.

Online Safety and Privacy

Students are reminded to follow safe Internet communications practices outlined below:

- Never provide anyone with personal information about you especially: your password, your full name, your address, your phone number, your age, your school name or your parents' name or their work address.
- Never meet anyone in person whom you have met online.
- Remember never to write any personal things about yourself in your online profile.
- Be civil and polite online.
- If people are conducting themselves poorly online, leave and report the conduct to a teacher.
- Report any activity that makes you uncomfortable or if someone sends you inappropriate e-mail.
- Remember that you need to know with whom you are talking or working online.

Electronic Mail

Electronic mail (“e-mail”) is an electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient or until they reach the expiration date set by the system administrator.

A canceled DCTS account will not retain its mail. Members are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the member.

The Child Internet Protection Act (CIPA) mandates that student online activity is monitored. All email accounts are monitored and usage reports are generated. The contents of messages will not be provided to anyone other than the sender or an intended recipient without the consent of the sender or the intended recipients, unless required to do so by law or policies of Dauphin County Technical School or to investigate complaints regarding mail that may be in violation of this policy.

It is a violation of this AUP to send mail that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal. Anyone receiving such mail should refer it to the proper authorities for investigation. Dauphin County Technical School reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the DCTS network.

Dauphin County Technical School will provide e-mail accounts to all staff and students who require them for curricular or professional purposes. **These accounts are for educational use only.** Business, personal entertainment, or other non-educational use is to be avoided. Student use of outside mail accounts or web-based e-mail is prohibited.

Accessing outside or web-based accounts without teacher supervision and permission is a violation of this policy.

Real-time, Interactive Communication Areas

The printing facilities of the DCTS network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users will conserve printing resources and help the network run more efficiently.

Confidentiality

The Dauphin County Technical School shall not reveal a student’s personal identity or post a picture of a student on the network unless the student and his/her parent or guardian has given written consent. No confidential information concerning students or staff shall be transmitted over the system. All web pages created by students and staff will be subject to treatment as Dauphin County Technical School -sponsored publications. Accordingly, the Dauphin County Technical School reserves the right to exercise editorial control over such publications.

Privileges

Student and staff use of the computer networked information resources is a privilege, not a right. System administrators can review e-mail, file folders, and communications to maintain system integrity and insure that users are using the system responsibly. Users possess no privacy expectation in the contents of their personal files and communications on the DCTS systems. Inappropriate use will result in a cancellation of privileges and disciplinary action. (Each student who receives an account will take part in a discussion with a DCTS faculty member pertaining to the proper use of the network.) The system administrators and building administrators will deem what is appropriate use and may close an account at any time as required. The administration, faculty, and staff of Dauphin County Technical School may request the system administrators to deny, revoke, or suspend specific user accounts.

Links

The links in the DCTS website will allow users to leave the site. The linked sites are not under the control of the Dauphin County Technical School, and the Dauphin County Technical School is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. The Dauphin County Technical School is providing these links only as a convenience, and the inclusions of any link does not imply endorsement of the site by the Dauphin County Technical School.

Plagiarism

Due to the vast amount of information available on the Internet and from computer resources, plagiarism has become a growing concern. Plagiarism is an act of stealing and then passing off another's ideas, words, writings, etc. as one's own. Students must give credit to other authors or persons or sources if they are going to use their work or ideas. Plagiarism is considering cheating. If a student's work is considered to be plagiarized, the student will receive the consequences in accordance with school policies and procedures. If the plagiarized work is related to Internet access, the student will be at risk of losing privileges to the network. Proper citation of images and pictures and proper credit must be given to documents cited from the Internet as used in student work.

Prohibited Conduct

All users are expected to act in a responsible, ethical, and legal manner in accordance with Dauphin County Technical School policy, generally accepted rules of network etiquette (as set annually by the DCTS student council and approved by DCTS administration) and federal and state law. Specifically, the following are prohibited:

1. Obtaining system privileges to which one is not authorized including using another person's account "name" and "password."
2. Permitting another person to use your account "name" and "password."
3. Deliberately attempting to disrupt the performance of the Dauphin County Technical School's computer system(s) or to destroy data by spreading computer viruses or by any other means.

4. Use of any Dauphin County Technical School computer or information system to facilitate, advocate, condone or participate in illegal activities.
5. Use of any Dauphin County Technical School computer or information system for personal or private commercial or financial gain.
6. Use of any Dauphin County Technical School computer or information system to make unauthorized purchases of products and/or services inconsistent with current Dauphin County Technical School purchasing policies and procedures.
7. Use of any Dauphin County Technical School computer or information system for non-school related work.
8. Use of any Dauphin County Technical School computer or information system for non-school related fund- raising.
9. Use of any Dauphin County Technical School computer or information system for political campaigning and/or lobbying.
10. Use of inappropriate language on any Dauphin County Technical School computer or information system including, but not limited to, that which is obscene, profane, lewd, vulgar, rude, disrespectful, threatening or inflammatory as determined by the appropriate supervisor.
11. Use of any Dauphin County Technical School computer or information system for hate mail, discriminatory remarks and false or defamatory material about a person or group.
12. Displaying or generating images, sounds or messages (on screen, computers or printers) which could create an atmosphere of discomfort, intimidation or harassment to other.
13. Violations of privacy including, but not limited to, revealing personal information about others.
14. Use of any Dauphin County Technical School computer or information system to disrupt the work of others such as, but not limited to, intentionally obtaining or modifying files, passwords and/or data belonging to other users.
15. Unauthorized use of a network address, use of pseudonyms or anonymous use.
16. Copyright infringement or plagiarism. Students, staff and other users should assume that all works, including but not limited to Web designs, on the Internet are protected by the copyright laws and, thus, should make every attempt to request permission from the creator or shall cite or document the source.
17. Loading or use of unauthorized software, games, programs, files or other electronic media.
18. Creating and sending or forwarding electronic chain letters.
19. "Spamming" which is sending annoying, unnecessary and/or unsolicited electronic messages.
20. Actions which constitute the unauthorized copying, cross assembling, or reverse compiling of programs and data provided by the Dauphin County Technical School.
21. Destruction, modification, abuse or removal from the Dauphin County Technical School of any piece of computer hardware, software or network system.
22. Wastefully using finite resources, such as, paper, ink, cd/dvd media and electronic memory resources.
23. Posting for unauthorized or inappropriate use personal contact information about themselves or others including.
24. "Hacking" or any form of hacking.

Consequences

The consequences for inappropriate use and/or violation of this Policy are as

follows:

1. The user shall be financially responsible for all costs associated with damage to hardware, systems and software resulting from deliberate or willful acts.
2. The user will be reported to the appropriate legal authorities for possible prosecution for vandalism of any hardware, systems or software; intentional deletion or damage to files or data belonging to the Dauphin County Technical School or others; copyright infringement; or theft of services, etc...
3. Access privileges may be suspended for a specific period of time, including permanently, as determined by the Superintendent and/or his/her designee.
4. Students may be suspended or expelled, including permanently.
5. Use of the Dauphin County Technical School system to communicate information constituting "Improper Conduct," in addition to the foregoing, may be addressed by the victim's filing a complaint under the Student Complaint Process.

Dauphin County Technical School
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DCTS ACCEPTABLE USE PROCEDURES
STATEMENT OF UNDERSTANDING

I have been provided with a copy of Dauphin County Technical School's Acceptable Use Procedures and have read and understand the contents of it.

I acknowledge that my student will not be allowed computer access until this form is signed and returned to the Principal's Office.

MEDIA RELEASE FORM

Dauphin County Technical School, in an effort to highlight our school and the accomplishments of our students, will share news about activities and events with the local media (TV, print and radio) as well as on our website and newsletters. Please indicate below by checking YES or NO if you do or do not want your child's name and/or photo appearing in such publications.

YES I consent to having my child's name and photo appearing in DCTech publications and local media, including but not limited to television, radio, newspapers, school publications and website.

NO I object to having my child's name and photo appearing in DCTech publications and local media, including but not limited to television, radio, newspapers, school publications and website.

Name of Child (Please Print): _____ Grade: _____

Name of Parent/Guardian (Please Print): _____

Parent/Guardian Signature _____

Student Signature _____

Date _____

RETURN THIS FORM TO THE PRINCIPAL'S OFFICE BY SEPTEMBER 16, 2011.