



CENTRAL  
INTERMEDIATE  
UNIT

# POLICIES

<b>Date Approved: 8/26/10</b> <b>Date Revised:</b> <b>Date Amended:</b>	<b>Supersedes Series No: 5442 of 07/25/02</b>
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**TITLE: Internet and Technology Safety and Acceptable Use**

**POLICY: 5444**

**Goals of the Policy:**

The Central Intermediate Unit# 10 (CIU # 10) Internet and Technology Safety and Acceptable Use Policy has the following goals:

1. To ensure the security, reliability and integrity of CIU # 10 Technology including electronic communication systems, computer software, hardware, and peripherals, network system, and all other technological equipment that is utilized by the CIU # 10 that enhances teaching capacity and/or augments efforts that support the goals and objectives of the CIU # 10.
2. To avoid situations that may cause the CIU # 10 to incur civil liability.
3. To maintain the image and reputation of the CIU # 10 as a responsible user of electronic mail, the Word Wide Web, telecommunications, web-conferencing, and all related technology-based applications.
4. To encourage the responsible use or internet and technology resources, and to discourage practices which degrade the usability of network and internet services and are not acceptable in the pursuit of the CIU # 10 mission.
5. To preserve the safety, privacy and security of individual users. Individual users are defined as al CIU # 10 employees, and all other users, including students, that utilize CIU # 10 Technology for educational and/or other CIU # 10 specified purposes.
6. To provide for authorized employer review of employee and student use of electronic communications systems.
7. To comply with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and all applicable protection laws and regulations not mentioned herein.

**Definition of Central Intermediate Unit# 10 Technology:**

Central Intermediate Unit# 10 (CIU # 10) Technology is any current or future system of electronic communication, electronic communication device, email account, social media, software, hardware, and network systems utilized by CIU # 10 employees, students, volunteers and guests for CIU # 10 business or occasional personal use while at a worksite.

**Violation of the Policy:**

A violation of the CIU # 10 Internet and Technology Safety and Acceptable Use Policy may result in suspension or revocation of network privileges and/or further disciplinary actions, which could include suspension or discharge from employment or suspension and expulsion from a student program. Users who violate systems or network security may incur criminal or civil liability. The CIU # 10 will cooperate with investigations of security or network violation undertaken by the law enforcement community.

**Usage Guidelines:**

Based upon ever changing electronic communication and its correlated technological platforms, it is infeasible to enumerate all of the inappropriate uses of information technology and CIU # 10 Technology. Examples of inappropriate usages of CIU # 10 Technology are described below. The Central Intermediate Unit# 10 Board of Directors considers the following uses of CIU # 10 Technologies unacceptable and prohibited. Adherence to school district policies, when applicable, must be observed:

1. Use of profanity, obscenity, other words and images or materials that may be offensive to another user.
2. Copying commercial software or other material in violation of federal copyright laws.
3. Use of CIU # 10 Technology for financial gain, commercial, or illegal activity.
4. Transmission of any material that is interpreted by the Board as unlawful, threatening, abusive, libelous, hateful, or encouraging conduct that would constitute a criminal offense, give right to civil liability, or otherwise violate any local, state, national or international law.
5. Uses of the system that are not in support of education and not consistent with the Mission of the Central Intermediate Unit# 10.
6. Network use that does not conform to all local, state, federal and international laws and regulations.
7. Use of the system for commercial solicitation is prohibited.
8. Support of or opposition to political candidates.
9. Support of political and governmental issues not approved by the Administration.
10. Attempts to disrupt the operation of the system by intentionally introducing viruses or interfering with network components, including hardware or software, will be cause for disciplinary action, which could include suspension or discharge.
11. Use of the system or its components to access, store, or distribute obscene or pornographic materials.

12. Reposting of personal communications without the author's prior consent.
13. Harassment, whether through language, images, frequency, or size of messages.
14. Sending emails to anyone who states he/she does not wish to receive them. If a non-CIU # 10 employee asks to stop receiving emails, Intermediate Unit personnel must not send that person any further emails.
15. Sending unsolicited bulk mail messages not related to CIU # 10 business and sending junk mail or spam.
16. Forging of header information in any deceitful manner.
17. Unauthorized use of system accounts.
18. Providing one's login and password to another individual without authorization from CIU # 10 administration.
19. Accessing another person's individual or restricted account without authorization from CIU # 10 Administration.
20. Attempts to circumvent user authentication or security of any host network.
21. Encrypting communication so as to avoid security review.

**Central Intermediate Unit# 10 Personnel in Districts:**

Central Intermediate Unit # 10 personnel working in constituent school districts or at other customer or remote locations shall adhere to the policies of the constituent district, and the policy of the CIU # 10.

**Privacy Not Assured:**

All communications expressed through the CIU # 10 electronic systems and devices are the property of the CIU # 10 and are not to be considered private property. The CIU # 10 reserves the right to record, review, store and disclose all communications to ascertain compliance with this policy. All computer and telephone records are subject to disclosure pursuant to legal processes.

**Accessibility of Technology - Employees:**

**Employees** are given the privilege of utilizing the CIU# 10 Technology. CIU # 10 Technology is provided to augment employee job performance. Incidental personal use of information technology is permitted, so far as it does not detract from an employee's efficient and effective completion of required duties and assignments. Incidental personal use of the CIU# 10 Technology cannot violate any of the provisions enumerated in the Usage Guidelines section of this policy.

**Accessibility of Technology - Students:**

Students shall not use CIU # 10 Technology for non-instructional purposes without the approval of a CIU # 10 official.

**Impending Advancements:**

The only certainty regarding the future of information technology and CIU # 10 Technology is that they will develop and will change the manner in which one works, learns, and communicates. In acknowledgement of the fact that this policy can not anticipate, and consequently mitigate, all technological issues that may arise, the Board hereby authorizes the Executive Director to construct Administrative Procedures that address the concerns of emerging technology. Any such Administrative Procedures must be consistent with the goals and Mission of the CIU # 10 and the Board.

## **ACKNOWLEDGMENT OF POLICY**

### **Policy Introduction and Employee Review of Policy:**

The administration will provide all new employees with a copy of the Central Intermediate Unit # 10 Internet and Technology Safety and Acceptable Use Policy during new hire employee orientation. Proof of employee acknowledgement of the policy will be maintained in the employee personnel file. Each employee shall annually review this policy. Documentation of said review will be maintained in the employee's personnel file. An employee's failure review this policy as described will result in the employee's forfeiture of use of CIU # 10 Technology and can result in termination of employment.

### **Student Awareness of the Policy:**

It is the responsibility of the administration to inform students enrolled in CIU # 10 programs and their parents of this Policy.

### **Employee Acknowledgement:**

Employees and students or their parents will acknowledge awareness of this policy and agreement to abide by it by signing a copy of the policy. If an employee, student or parent has questions or concerns about this policy, he/she should contact the employee's Central Intermediate Unit# 10's Supervisor or the student's principal prior to signing this agreement.

# Internet and Technology Safety and Acceptable Use

## Employee Acknowledgement Form

### Signature:

I have read the Central Intermediate Unit#10 Internet and Technology Safety and Acceptable Use Policy and agree to abide by it. I understand that I must adhere to the policy and procedures throughout the duration of my employment or enrollment with the Central Intermediate Unit# 10. I understand that any violation of the above terms may result in discipline, up to and including my termination or expulsion.

\_\_\_\_\_  
Employee/Student Name— Printed

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **Please remit signed copy to:**

Director of Business Services or Principal

Central Intermediate Unit# 10-345 Link Road- West Decatur, PA 16878