

CAPITAL AREA
 SCHOOL FOR THE
 ARTS CHARTER
 SCHOOL (CASA
 CHARTER SCHOOL)

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF THE
 COMMUNICATIONS AND
 INFORMATION SYSTEMS

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815. ACCEPTABLE USE OF THE COMMUNICATIONS AND INFORMATION
 SYSTEMS

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815. ACCEPTABLE USE POLICY OF THE COMMUNICATIONS AND INFORMATION SYSTEMS - Pg. 2

<p>1. Purpose</p>	<p>The Capital Area School for the Arts Charter School (CASA Charter School) provides employees, students, and Guests (Users) with hardware, software, and access to the CASA Charter School Electronic Communication System¹ and network, which includes Internet access, whether wired, wireless, cellular, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, students being served by CASA Charter School, workshop attendees, volunteers, adult education staff and students, Board members, independent contractors, and CASA Charter School consultants and vendors.</p> <p>Computers, network, Internet, electronic communications, information systems, databases, files, software, and media, collectively called “CIS systems”, provide vast, diverse and unique resources. CASA Charter School will provide access to its CIS systems for Users if there is a specific school-related purpose to access information; to research; to collaborate; to facilitate learning and teaching; and/or to foster the Educational Purpose and mission of CASA Charter School.</p> <p>For Users, CASA Charter School’s CIS systems must be used for Educational Purposes and performance of job duties in compliance with this Policy, other CASA Charter School policies, regulations, rules, and procedures, Internet Service Provider (ISP) and website terms, and local, state, and federal laws. For employees, Incidental Personal Use of the CASA Charter School Computers during breaks, prep time, and lunch is permitted as defined in this Policy. Students may only use the CIS systems for Educational Purposes.</p> <p>CIS systems may include CASA Charter School computers which are located or installed on CASA Charter School property, at school events, connected to the CASA Charter School network, or when using its mobile commuting equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when Users bring and use their own personal Computers or personal electronic devices, and, if relevant, when Users bring and use another entity’s Computer or electronic device to CASA Charter School, an event, or connect it to the CASA Charter School network.</p> <p>If Users’ bring personal Computers or personal electronic devices onto CASA Charter School property, to school events, or connect them to the CASA Charter School network and systems, and if CASA Charter School reasonably believes the personal Computers and/or personal electronic devices contain CASA Charter School information or contain information that violates a CASA Charter School policy, regulation, the legal rights of CASA Charter School or another person, or involves significant harm to the school or another person, or involves a criminal activity, the personal Computers or personal electronic devices may be legally accessed <i>in</i></p>
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¹ See *Definition* section for the defined terms generally provided in initial capital letters throughout this Policy.

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<p>2. Definitions 20 U.S.C. § 6777; 18 U.S.C. § 2256(8); 47 U.S.C. § 254(h)(7)(F)</p> <p>18 Pa. C.S.A. § 6312(d); 24 P.S. § 4603</p> <p>20 U.S.C. § 6777(e); 18 U.S.C. § 2256(6) Pol. 237</p>	<p><i>accordance with the law</i> to ensure compliance with this Policy, other CASA Charter School policies, regulations, rules, procedures, ISP and website terms, and local, state, and federal laws.</p> <p>CASA Charter School intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy, and to immediately report any violations or suspicious activities to the Principal. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy, and provided in other relevant CASA Charter School policies, regulations, rules, and procedures.</p> <p>Child Pornography - under federal law, any Visual Depiction, including any photograph, film, video, picture, or Computer or Computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"> 1. The production of such Visual Depiction involves the use of a Minor engaging in sexually explicit conduct; 2. Such Visual Depiction is a digital image, Computer image, or Computer-generated image that is, or is indistinguishable from, that of a Minor engaging in sexually explicit conduct; or 3. Such Visual Depiction has been created, adapted, or modified to appear that an identifiable Minor is engaging in sexually explicit conduct. <p>Under Pennsylvania law, any person who intentionally views or knowingly possesses or controls any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited Sexual Act or in the simulation of such act is guilty of a felony of the third degree for their first offense, or guilty of a felony of the second degree for a second offense.</p> <p>Computer - includes any CASA Charter School owned, leased or licensed or User-owned personal hardware, software, or other technology used on CASA Charter School premises or at school events, or connected to the CASA Charter School network, containing CASA Charter School programs or CASA Charter School student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a Computer. Computer includes, but is not limited to, CASA Charter School and Users': desktop, notebook, powerbook, tablet PC or laptop computers, servers, firewalls/security systems, distance learning equipment, videoconference units, printers, facsimile machine, cables, modems, and</p>
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<p>20 U.S.C. § 6777(e)(6); 47 U.S.C. § 254(h)(7)(G)</p> <p>18 Pa. C.S.A.</p>	<p>other peripherals; specialized electronic equipment used for students' special educational purposes; RFID, and Global Positioning System (GPS) equipment; personal digital assistants (PDAs); iPods, MP3 players; USB/jump drives; iPads, Kindles, and other electronic readers; iPhones, cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities and configurations, telephones, mobile phones, or wireless devices, two-way radios/telephones and other smartphones; beepers; paging devices, laser pointers and attachments; Pulse Pens; and any other such technology developed.</p> <p>Electronic Communications Systems - any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an Electronic Communications System means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission/transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, wire or electronic communications, and any Computer facilities or related electronic equipment for the electronic storage of such communications.</p> <p>Examples include, without limitation, the Internet, intranet, electronic mail services, text and instant messaging, GPS, PDAs, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities and configurations.</p> <p>Educational Purpose - includes use of the CIS systems for classroom activities, professional or career development, and to support CASA Charter School's curriculum, policies and mission statement.</p> <p>Harmful to Minors - under federal law, any picture, image, graphic image file or other Visual Depictions that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to Minors, appeals to the prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for Minors, an actual or simulated Sexual Act or Sexual Content, actual or simulated normal or perverted Sexual Acts, or lewd exhibition of the genitals, and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to Minors. <p>Under Pennsylvania law, that quality of any depiction or representation in whatever</p>
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<p>§ 5903(e)(6); 24 P.S. § 4603</p>	<p>form, of nudity, Sexual Conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of Minors; and 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for Minors; and 3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for Minors. <p>Inappropriate Matter - includes, but is not limited to visual, graphic, video, text and any other form of indecent, sexually explicit, Obscene, pornographic, Child Pornographic, or other material that is Harmful to Minors. Examples include: taking, disseminating, transferring, or sharing, whether by electronic transfer (such as sexting, emailing, texting, among others) or otherwise, hateful, illegal, defamatory, lewd, vulgar, profane, inflammatory, threatening, harassing, discriminating (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying/cyber bullying, flagging, terroristic, and other Inappropriate Matter and material specified throughout this Policy, and other CASA Charter School policies, regulations, rules, and procedures. It also includes advocating the destruction of property.</p> <p>Incidental Personal Use - Incidental Personal Use of school Computers is permitted for employees so long as such use does not interfere with the employee’s job duties and performance, with system operations, or with other system Users, or is excessive. Personal use must comply with this Policy and all other applicable CASA Charter School policies, regulations, rules, procedures, and ISP and website terms, local, state, and federal laws, and must not damage CASA Charter School’s CIS systems.</p>
<p>47 U.S.C. § 254(h)(7)(D); 20 U.S.C. § 6777(e); 18 U.S.C. § 2256; 18 Pa. C.S.A. § 5903(e)</p>	<p>Minor - for purposes of compliance with the federal Children’s Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, Minor shall mean the age of minority as defined in the relevant law.</p>
<p>18 U.S.C. § 1460; 20 U.S.C. § 6777(e); 47 U.S.C. § 254(h)(7)(E)</p>	<p>Obscene - under federal law, analysis of the material meets the following elements:</p> <ol style="list-style-type: none"> 1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; 2. Whether the work depicts or describes, in a patently offensive way, sexual conduct

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<p>18 Pa. C.S.A. § 5903(b); 24 P.S. § 4603</p>	<p>specifically designed by the applicable state or federal law to be Obscene; and</p> <p>3. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.</p> <p>Under Pennsylvania law, any material or performance if:</p> <ol style="list-style-type: none"> 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, Sexual Conduct described in the law to be Obscene; and 3. The subject matter, taken as a whole lacks serious literary, artistic, political, educational or scientific value.
<p>18 Pa. C.S.A. § 5903; 18 Pa. C.S.A. § 5903(e)(3); 18 U.S.C. § 2246; 20 U.S.C. § 6777(e); 47 U.S.C. § 254(h)(7)(H)</p>	<p>Sexual Act and Sexual Contact - as defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3),</p>
<p>47 U.S.C. § 254 (H)(&)(I); 24 P.S. § 4606</p>	<p>Technology Protection Measure(s) - a specific technology that blocks or filters Internet access to Visual Depictions that are Obscene, Child Pornographic or Harmful to Minors.</p>
<p>18 Pa. C.S.A. § 2256; 18 U.S.C. § 1460(b)</p>	<p>Visual Depictions - undeveloped film and videotape and data stored on Computer disk or by electronic means which is capable of conversion into a visual image, and data which is capable of conversion into a visual image that has been transmitted by any means, whether or not stored in a permanent format, but does not include mere words.</p>
<p>3. Authority 47 U.S.C. § 254(1); 24 P.S. § 510; 24 P.S.</p>	<p>Access to CASA Charter School’s CIS systems through school resources is a privilege, not a right. These, as well as the User accounts and information, are the property of CASA Charter School, which reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. CASA Charter School will cooperate to the extent legally required with other educational entities, ISP and website terms, and</p>

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<p>§ 4604</p>	<p>local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems, or other legal requests, whether criminal or civil actions.</p> <p>It is often necessary to access Users' accounts in order to perform routine maintenance and security tasks. System administrators have the right to access by interception, and to access the stored communication of Users' accounts for any reason in order to uphold this Policy, regulations, rules, procedures, the law, and to maintain the system. Users should have no privacy expectations in the contents of their personal files or any of their use of the CASA Charter School's CIS systems. Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over CASA Charter School's CIS systems, including their personal files or any of their use of CASA Charter School's CIS systems. CASA Charter School reserves the right to record, check, receive, monitor, track, log, access and otherwise inspect any or all CIS systems use and to monitor and allocate fileserver space. Users of the school's CIS systems who transmit or receive communications and information shall be deemed to have consented to having the content of any such communication recorded, checked, received, monitored, tracked, logged, accessed and otherwise inspected or used by CASA Charter School, and to the monitoring and allocating fileserver space. Passwords and message delete functions do not restrict CASA Charter School's ability or right to access such communications or information.</p>
<p>20 U.S.C. § 6777(c) 24 P.S. § 4610</p>	<p>CASA Charter School reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, CASA Charter School enforces Technology Protection Measure(s) that block or filter online activities of Minors on its Computers used and accessible to adults and students so as to filter or block Inappropriate Matter on the Internet as defined in this Policy. Measures designed to restrict adults' and Minors' access to material Harmful to Minors may be disabled to enable an adult or a student (who has provided written consent from a parent/guardian) to access <i>bona fide</i> research, not within the prohibitions of this Policy, or for another lawful purpose. No person may have access to material that is illegal under federal or state law.</p>
<p>20 U.S.C. § 6777(c); 24 P.S. § 4610</p>	<p>Expedited review and resolution of a claim that this Policy is denying a student or adult to access material will be enforced by the principal upon the receipt of written consent from a parent/guardian for a student.</p> <p>CASA Charter School has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over <i>the school's</i> CIS systems and to monitor, record, check, track, log, access or otherwise inspect its CIS systems.</p> <p>In addition, <i>in accordance with the law</i>, CASA Charter School has the right, but not the duty, to inspect, review, or retain Electronic Communications created sent, displayed, received, or stored <i>on User's</i> personal computers, electronic devices, networks, Internet, Electronic Communications Systems, and in databases, files,</p>

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software, and media that contain CASA Charter School programs, information and/or data.

Also, *in accordance with the law*, CASA Charter School has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored *on another entity's* computer or electronic device when Users bring and use another entity's computer or electronic device to a CASA Charter School location, event, or connect it to the CASA Charter School network and/or systems, and/or that contains CASA Charter School programs, data or information.

The above applies no matter where the use occurs whether brought onto CASA Charter School property, to school events, or connected to the CASA Charter School network, or when using mobile commuting equipment and telecommunications facilities in protected or unprotected areas or environments, directly from home, or indirectly through another social media or ISP, as well as by other means. All actions must be conducted *in accordance with the law*, assist in the protection of CASA Charter School's resources, ensure compliance with this Policy, or other CASA Charter School policies, regulations, rules, and procedures, social media and ISP and website terms, or local, state, and federal laws.

CASA Charter School will cooperate to the extent legally required with social media sites, ISPs, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

CASA Charter School reserves the right to restrict or limit usage of lower priority CIS systems and Computer uses when network and computing requirements exceed available capacity according to the following priorities:

1. Highest – uses that directly supports the education of the students.
2. Medium – uses that indirectly benefit the education of the students.
3. Lowest – uses that include reasonable and limited educationally-related interpersonal communications and employee limited Incidental Personal use.
4. Forbidden – all activities in violation of this Policy, other CASA Charter School policies, regulations, rules, procedures, ISP and website terms, and local, state, or federal law.

CASA Charter School additionally reserves the right to:

1. Determine which CIS systems' services will be provided through CASA Charter School resources.

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	<ol style="list-style-type: none"> 2. Determine the types of files that may be stored on CASA Charter School file servers and Computers. 3. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and Electronic Communications Systems, including e-mail, text message, and other electronic communications. 4. Remove excess e-mail and other Electronic Communications or files taking up an inordinate amount of fileserver disk space after a reasonable time. 5. Revoke User privileges, remove User accounts, or refer to legal authorities, and/or school district authorities when violation of this and any other applicable CASA Charter School policies, regulations, rules, and procedures occur or ISP and website terms, state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, social media, vendor access, data breach, and destruction of CASA Charter School resources and equipment.
<p>4. Responsibility</p>	<p>Due to the nature of the Internet as a global network connecting thousands of Computers around the world, Inappropriate Matter, as defined in this Policy, can be accessed through the network and Electronic Communication Systems. Because of the nature of the technology that allows the Internet to operate, CASA Charter School cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of CASA Charter School resources and will result in actions explained further in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy, and as provided in relevant CASA Charter School policies, regulations, rules, and procedures.</p> <p>CASA Charter School must publish a current version of this Policy so that all Users are informed of their responsibilities. A copy of this Policy, and the <i>Acknowledgement and Consent Form(s)</i> must be provided to all Users, who must sign CASA Charter School's Acknowledgement Form, either by electronic or written means.</p> <p>Employees must be capable and able to use the school's CIS systems and software relevant to the employee's responsibilities.</p>
<p>5. Delegation of Responsibility</p>	<p>The Principal will serve as the coordinator to oversee CASA Charter School's CIS systems and will work with other regional or state organizations as necessary to educate Users, approve activities, provide leadership for proper training for all Users in the use of the CIS systems and the requirements of this Policy, other CASA Charter School policies, regulations, rules, and procedures, establish a system to ensure adequate supervision of the CIS systems, maintain executed <i>User Acknowledgement</i></p>

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<p>47 U.S.C. § 254 (5)(B) (iii); 24 P.S. § 1303.1-A</p> <p>6. Guidelines</p>	<p><i>and Consent Forms</i>, and interpret and enforce this Policy, other CASA Charter School policies, regulations, rules, and procedures.</p> <p>The Principal and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish Record Retention and Records Destruction Policy and a Records Retention Schedule to include electronically stored information.</p> <p>Unless otherwise denied for cause, student access to the CIS systems resources must be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All Users have the responsibility to respect the rights of all other Users within CASA Charter School and the school’s CIS systems, and to abide by the policies, regulations, rules and procedures established by the CASA Charter School, and ISP and website, and, state and federal laws.</p> <p>The Principal has the responsibility to educate Minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.</p> <p>If necessary, the Principal is granted the authority to create and enforce an administrative regulation(s) to accompany this Policy.</p> <p><u>Access To The CIS Systems</u></p> <p>The CIS systems’ accounts of Users must be used only by authorized owners of the accounts and only for authorized purposes.</p> <p>An account will be made available according to a procedure developed by appropriate CASA Charter School authorities.</p> <p>This Policy, as well as other relevant CASA Charter School policies, regulations, rules, and procedures, will govern use of the school’s CIS systems for Users.</p> <p>Types of Services include, but are not limited to:</p> <ol style="list-style-type: none"> 1. <u>Internet</u> – CASA Charter School employees, students, and Guests will have access to the Internet through the school’s CIS systems, as needed. 2. <u>Email and Text Messaging</u> - CASA Charter School employees may be assigned individual email and text messaging accounts for work-related use and Incidental Personal Use, as needed. Students may be assigned individual email accounts, as
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necessary, by the Principal and/or designee, and at the recommendation of the teacher who will also supervise the students' use of the email service. Students and Guests may not be assigned text message accounts.

3. Guest Accounts - Guests may receive an individual Internet account with the approval of the Principal, and/or designee, if there is a specific CASA Charter School -related purpose requiring such access. Use of the CIS systems by a Guest must be specifically limited to the CASA Charter School -related purpose and comply with this Policy, and all other CASA Charter School policies (including the Vendor Access Policy), regulations, rules, and procedures, as well as ISP and website terms, state and federal laws, and may not damage the school's CIS systems. A CASA Charter School *Acknowledgement and Consent Form* must be signed in writing or electronically by a Guest, and if the Guest is a Minor, a parent's/guardian's written signature also is required.
4. Blogs - Employees may be permitted to have CASA Charter School -sponsored blogs, after they receive training, and the approval of the Principal, and/or designee. All bloggers must follow the rules provided in this Policy, and all other applicable policies, regulations, rules, and procedures of CASA Charter School, ISP and website terms, and local, state, and federal laws.
5. Web 2.0 Second Generation and Web 3.0 Third Generation Web-based Services - Certain CASA Charter School - authorized Second Generation and Third Generation Web-based services, such as blogging, authorized social networking sites, wikis, podcasts, RSS feeds, social software, folksonomies and collaboration tools that emphasize online participatory learning (where Users share ideas, comment on one another's project, plan, design, or implement, advance or discuss practices, goals, and ideas together, co-create, collaborate and share) among Users may be permitted by CASA Charter School, however, such use must be approved by the Principal, and/or designee, followed by training authorized by CASA Charter School. Users must comply with this Policy, as well as any other relevant policies, regulations, rules, and procedures including the copyright, ISP and website terms, and local, state, and federal laws during such use.

Parental Notification And Responsibility

CASA Charter School will notify the parents/guardians about CASA Charter School's CIS systems and the policies, regulations, rules, and procedures governing their use. This Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for CASA Charter School to monitor and enforce a wide range of social values in student use of the Internet. Further, CASA Charter School recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. CASA Charter School will encourage parents/guardians to specify to their

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<p>24 P.S. § 1317.1</p>	<p>child(ren) what material is and is not acceptable for their child(ren) to access through the school's CIS system. Parents/Guardians are responsible to help monitor their child(ren)'s use of CASA Charter School's CIS systems when they are accessing the systems.</p> <p><u>CASA Charter School Limitation Of Liability</u></p> <p>CASA Charter School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's CIS systems will be error-free or without defect. CASA Charter School does not warrant the effectiveness of Internet filtering. The electronic information available to Users does not imply endorsement of the content by CASA Charter School, nor is the school responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. CASA Charter School will not be responsible for any damage Users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the Computers, network and Electronic Communications Systems. CASA Charter School shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. CASA Charter School shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school's CIS systems. In no event will CASA Charter School, arising out the use of the CIS systems.</p> <p><u>Student Use Of Electronic Communication Devices</u></p> <p>The possession and Silent Use² of Electronic Communication Devices, including Personal Electronic Communication Devices, by CASA Charter School students when in compliance with the Electronic Communication Devices Policy, other CASA Charter School policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws, and supportive of the educational program of CASA Charter School, is permitted. However, the possession and use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the school's mission and environment, and therefore, they are prohibited in accordance with this Policy, the Electronic Communication Devices Policy, other CASA Charter School policies, regulations, rules and procedures, ISP and website terms, and local, state, and federal laws. CASA Charter School reserves the right to determine whether the device is disruptive.</p>
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² See Definition section in the Electronic Communication Devices Policy for the defined terms relevant to Electronic Communication Devices and Personal Electronic Communication Devices provided in initial capital letters in this Policy.

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<p>24 P.S. § 13-1301.1-A Pol. 249</p>	<p><u>Prohibitions</u></p> <p>The use of CASA Charter School’s CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by Users is prohibited. Such activities engaged in by Users are strictly prohibited and illustrated below. CASA Charter School reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.</p> <p>These prohibitions are in effect any time CASA Charter School resources are accessed whether on CASA Charter School property, at CASA Charter School events, while connected to the schools network, when using mobile commuting equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee or student uses their own or another entity’s equipment.</p> <p><i>General Prohibitions –</i></p> <p>Users are <u>prohibited</u> from using CASA Charter School CIS systems to:</p> <ol style="list-style-type: none"> 1. Communicate about non-work or non-school related matters unless the employees’ use comports with the definition of Incidental Personal Use in this Policy. 2. Send, receive, view, download, store, access, print, post, distribute, or transmit material that is Harmful to Minors, indecent, Obscene, pornographic, Child Pornographic, terroristic, sexually explicit, sexually suggestive. This includes but is not limited to, Visual Depictions. Examples include, taking, disseminating, transferring, or sharing Obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as, sexting, e-mailing, texting, among others). Nor may Users advocate the destruction of property. 3. Send, receive, view, download, upload, store, access, print, distribute, or transmit Inappropriate Matter as defined in this Policy, and material likely to be offensive or objectionable to recipients. 4. Cyber bully another individual or entity. CASA Charter School’s Bullying/Cyber bullying Policy #249. 5. Access or transmit gambling information or promote or participate in pools for money, including but not limited to, basketball and football, or any other betting or games of chance. 6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of
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	<p>Inappropriate Matter in this Policy.</p> <ol style="list-style-type: none">7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties. Students may not use IRCs unless approval has been granted by their teacher/facilitator.9. Operate in an illegal manner or to facilitate any illegal activity.10. Communicate through email or text messages for non-educational purposes or activities, unless it is for Incidental Personal Use as defined in this Policy. The use of email to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the everyone distribution list, all staff lists, building level distribution lists, or other email distributions lists to offer personal items for sale is prohibited).11. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable CASA Charter School policies); conduct unauthorized fundraising or advertising on behalf of CASA Charter School and non-CASA Charter School organizations; engage in the resale of CASA Charter School Computer resources to individuals or organizations; or use the school's name in any unauthorized manner that would reflect negatively on the school, its employees, or students. Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use. CASA Charter School acquisition policies will be followed for CASA Charter School purchase of goods or supplies.12. Engaging in political lobbying.13. Install, distribute, reproduce or use unauthorized copyrighted software on CASA Charter School Computers, or copy CASA Charter School software to unauthorized Computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Copyright Infringement section in this Policy.14. Install Computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on CASA Charter School Computers is restricted to the Principal and/or designee.15. Encrypt messages using encryption software that is not authorized by CASA Charter School from any access point on CASA Charter School equipment or property. Users must use CASA Charter School - approved encryption to protect
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	<p>the confidentiality of sensitive or critical information in the school's approved manner.</p> <ol style="list-style-type: none">16. Access, interfere, possess, or distribute confidential or private information without permission of the CASA Charter School's administration. An example includes accessing other students' accounts to obtain their grades, or accessing other employees' accounts to obtain information.17. Violate the privacy or security of electronic information.18. Send any CASA Charter School information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the school's business or educational interest.19. Send unsolicited commercial electronic mail messages, also known as spam.20. Post personal or professional web pages on the CASA Charter School website without administrative approval.21. Post anonymous messages.22. Use the name of the "Capital Area School for the Arts Charter School" in any form in blogs on CASA Charter School Internet pages or websites not owned or related to the CASA Charter School, or in forums/discussion boards, and social media sites, to express or imply the position of the Capital Area School for the Arts Charter School without the expressed, written permission of the Principal. When such permission is granted, the posting must state that the statement does not represent the position of CASA Charter School.23. Bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies, SSH terminals, or any website that masks the content the User is accessing or attempting to access.24. Advocate illegal drug use, whether expressed or through a latent pro-drug message. This does not include a restriction of political or social commentary on issues, such as the wisdom of the war on drugs or medicinal use.25. Attempt to or obtain personal information under false pretenses with the intent to defraud another person.26. Use location devices to invade a person's privacy or to harm or put another person in jeopardy.27. Plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as they were yours.
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28. Post false statements, or steal the identity of another person.

Access and Security Prohibitions –

Users must immediately notify the Principal and/or designee, if they have identified a possible security problem. Users must read, understand, and submit a signed *Acknowledgement and Consent Form(s)*, and comply with this Policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical and information security requirements. The following activities related to access to the CASA Charter School’s CIS systems, and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire User IDs and passwords of another. Users are required to use unique strong passwords that comply with CASA Charter School’s password, authentication, and syntax requirements. Users will be held responsible for any misuse of Users’ names or passwords while the Users’ systems access were left unattended and accessible to others, whether intentional or through negligence.
3. Using or attempting to use Computer accounts of others. These actions are illegal, even with consent, or if only for the purpose of “browsing”.
4. Altering a communication originally received from another person or Computer with the intent to deceive.
5. Using CASA Charter School resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons. Such acts would include, but are not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.
6. Disabling or circumventing any CASA Charter School security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias unless authorized by CASA Charter School.
8. Accessing any website that CASA Charter School has filtered or blocked as unauthorized. Examples include, but are not limited to, unauthorized social media, music and video download, and gaming sites.

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9. Installing or attaching key logging devices, key logging mechanisms, or key logging software of any kind.

Users must protect and secure all electronic resources and information, data and records of CASA Charter School from theft and inadvertent disclosure to unauthorized individuals or entities at all times. If any User becomes aware of the release of CASA Charter School information, data or records, the release must be immediately reported to the Principal.

Operational Prohibitions –

The following operational activities and behaviors are prohibited:

1. Interference with, infiltration into, or disruption of the CIS systems, network accounts, services, or equipment of others, including, but not limited to, the propagation of Computer “worms” and “viruses”, Trojan Horse trapdoor, robot, spider, crawler, program code, the sending of electronic chain mail, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts. Users may not hack or crack the network or others’ Computers, whether by malware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or the system of others, or any component of the network, or strip or harvest information, or completely take over a person’s Computer, or to “look around”. See Data Breach Notification Policy.
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the CIS systems for security vulnerabilities.
4. Attempting to alter any CASA Charter School computing or networking components (including, but not limited to, file servers, bridges, routers, or hubs) without authorization or beyond one’s level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any Computer, Electronic Communications Systems, or network services, whether wired, wireless, cable, virtual, cloud, cellular, or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading, or using of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading unauthorized music and video files.

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8. Intentionally damaging or destroying the integrity of the school's electronic information.
9. Intentionally destroying the school's Computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging CASA Charter School's computers, CIS systems, or networking equipment through the Users' negligence or deliberate act, including but not limited to vandalism.
12. Failing to comply with requests from appropriate teachers or CASA Charter School administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

Content Guidelines

Information electronically published on CASA Charter School's CIS systems shall be subject to the following guidelines:

1. Published documents, including but not limited to audio and video clips or conferences, may not include a Users date of birth, Social Security number, driver's license number, financial information, credit card number, health information, phone number(s), street address, or box number, name (other than first name) or the names of other family members without the consent of the User, and if relevant parent/guardian.
2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications, must conform to all CASA Charter School policies, regulations, rules, and procedures.
5. Documents to be published on the Internet must be edited and approved according to CASA Charter School policies, regulations, rules, and procedures before publication.

Due Process

CASA Charter School will cooperate with sending school districts, outside agencies

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and the police, the school's ISP and website terms, and local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through CASA Charter School's CIS systems.

If students or employees possess due process rights for discipline resulting from the violation of this Policy, they will be provided such rights.

CASA Charter School may terminate the account privileges by providing notice to the User.

Search And Seizure

Users' violations of this Policy and any other CASA Charter School policy, regulation, rule, or procedure, ISP and website term, or the law may be discovered by routine maintenance and monitoring of the CASA Charter School CIS system, or any method stated in this Policy, or pursuant to any legal means.

CASA Charter School reserves the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received, or stored on or over its CIS systems; to monitor, track, log, access, or otherwise inspect; and/or report all aspects of its CIS systems. These rights and duties include items related to any personal Computers, network, Internet, Electronic Communication Systems, databases, files, software, and media that individuals may bring onto the school's property, or to CASA Charter School events, that were connected to CASA Charter School network, and/or that contain CASA Charter School programs, or Users' data and information, *in accordance with the law*, in order to ensure compliance with this Policy, other CASA Charter School policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws to protect the school's resources, and to comply with the law.

Users should have no expectation of privacy in anything they create, store, send, receive, or display on or over CASA Charter School's CIS systems, including their personal files or any of their use of CASA Charter School's CIS systems. CASA Charter School reserves the right to record, check, receive, monitor, track, log access and otherwise inspect any or all CIS systems' use and to monitor and allocate fileserver space.

Everything that Users place in their personal files should be entered with the knowledge and understanding that it is subject to review by a third party.

Copyright Infringement And Plagiarism

17 U.S.C.
§ 101 et seq

Federal laws, cases, policies, regulations, and guidelines pertaining to copyrights will govern the use of material accessed through CASA Charter School's resources. Users must make a standard practice of requesting permission from the holder of the work,

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	<p>demonstrating tolerance and respect for those who hold divergent views.</p> <p><u>CASA Charter School Website</u></p> <p>CASA Charter School has established and maintains a website and will develop and modify its web pages to present information about the school under the direction of the Principal and/or designee. Publishers must comply with this Policy, other CASA Charter School policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws.</p> <p>CASA Charter School may limit its liability by complying with the Digital Millennium Copyright Act’s safe harbor notice and takedown provisions.</p> <p><u>Blogging</u></p> <p>If an employee, student or Guest creates a blog with their own resources and on their own time, the employee, student, or Guest may not violate the privacy rights of employees and students, may not use CASA Charter School personal and private information/data, images, equipment, resources, may not unlawfully infringe copyrighted material in their blog, and may not disrupt the business or mission of the school</p> <p>Contrary conduct will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section of this Policy, and provided in relevant CASA Charter School policies, regulations, rules, and procedures.</p> <p><u>Safety And Privacy</u></p> <p>To the extent legally required, Users of the CASA Charter School CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any User who receives threatening or unwelcome communications must immediately send or otherwise provide them to the Principal and/or designee.</p>
17 U.S.C. § 512	<p>Users must not post unauthorized personal contact information about themselves or other people on the CIS systems. Users may not steal another’s identity in anyway, may not use spyware, cookies, or other program code, key loggers, and may not use CASA Charter School or personal technology or resources in any way to invade another’s privacy. Additionally, Users may not disclose, use or disseminate confidential and personal information about students or employees, unless legitimately authorized to do so. Examples of prohibited conduct include, but are not limited to, revealing biometric data, student grades, Social Security numbers, dates of birth, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at CASA Charter School.</p>

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If CASA Charter School requires that data and information be encrypted, Users must use CASA Charter School - authorized encryption to protect security.

Student Users, by their use of the school's CIS System, agree not to meet with someone they have met online unless they have parent(s)/guardian(s) consent.

Cloud, Virtual, And Online Storage Of CASA Charter School Information And Data

Users must keep all CASA Charter School information (including but not limited to employee and student) information in the school's and its contracted parties' storage, unless permission is granted in by the Principal and/or designee, or by CASA Charter School policy. This requirement means that employees, students, and Guests must not place CASA Charter School information in cloud, virtual, or online storage beyond the control, access, protection, and safety of the CASA Charter School unless specific permission is granted in writing by the Principal and/or designee, and the student, employee, and Guest agree to CASA Charter School's terms and conditions, including but not limited to safety, security, privacy, location, and CASA Charter School access.

Consequences For Inappropriate, Unauthorized And Illegal Use

General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this Policy, other CASA Charter School policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws. Users must be aware that violations of this Policy or other CASA Charter School policies, regulations, rules, and procedures, or for unlawful use of the CIS systems, may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay), dismissal, expulsions, breach of contract, and/or legal proceedings. This will be handled on a case-by-case basis. This Policy incorporates all other relevant CASA Charter School policies, such as, but not limited to, the student and professional employee discipline policies, Code of Student Conduct, copyright, social media, data breach, property, curriculum, terroristic threat, vendor access, student electronic devices, and harassment policies.

The User is responsible for damages to Computers, the network, equipment, Electronic Communications Systems, and software resulting from accidental, negligent, deliberate, and willful acts. Users will also be responsible for incidental or unintended damage resulting from negligent, willful or deliberate violations of this Policy, other CASA Charter School - related policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws. For example, Users will be responsible for payments related to lost or stolen Computers and/or CASA Charter School equipment, and recovery and/or breach of the information and/or data contained on them.

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Violations as described in this Policy, other CASA Charter School policies, regulations, rules, and procedures may be reported to a school district, vocational school, and to appropriate legal authorities, whether the ISP or website, state, or federal law enforcement. Actions that constitute a crime under state and/or federal law could result in arrest, criminal prosecution, and/or lifetime inclusion on a sexual offenders registry. CASA Charter School will cooperate to the extent legally required with authorities in all such investigations.

Vandalism will result in cancellation of access to school's CIS systems and resources and will subject the User to discipline.

Any and all costs incurred by the CASA Charter School for repairs and/or replacement of software, hardware and data files and for technological consultant services due to any violation of this Policy, other CASA Charter School policies, regulations, rules, and procedures, or ISP or website terms, and/or, state, or federal law, must be paid by the User who caused the loss.

References:

PA Consolidated Statutes Annotated – 18 Pa. C.S.A. § 5903, 6312

PA Child Internet Protection Act – 24 P.S. § 4601 et seq.

PA Bullying Act – 24 P.S. § 13-1303.1-A

PA – 18 Pa. C.S.A. § 6312; 24 P.S. § 4603, 4604

U.S. Copyright Law – 17 U.S.C. § 101 et seq.

Digital Millennium Copyright Act 17 U.S.C. § 512, 1202

United States Code – 18 U.S.C. § 1460, 2246, 2252, 2256; 47 U.S.C. § 254

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. § 6777

Federal Children's Internet Protection Act – 47 U.S.C. § 254

School Code – 24 P.S. § 1317.1, Article XVII - A

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	<p>1st Reading – March 11, 2013</p>
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