

**8815            Acceptable Use of Communications and Information Systems (CIS)**

Adopted        09/18/2019

Revised

**Purpose**

The Innovative Arts Academy Charter School provides employees, students, and other authorized users (guests) with hardware, software, and/or access to the Innovative Arts Academy Charter School's electronic communications systems and network, which includes Internet access, whether wired, wireless, virtual, cloud, or by any other means.

The Innovative Arts Academy 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 the Innovative Arts Academy Charter School's 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 Chief Executive Officer or designee. Conduct otherwise will result in actions further described in this policy and provided in other relevant Board policies.

**Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is 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:[1][2][3]

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.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (9) years engaging in a prohibited sexual act or in the simulation of such act.[4][5]

**Computer** - includes any Innovative Arts Academy Charter School-owned, leased or licensed or user-owned personal hardware, software, or other technology used on Innovative Arts Academy Charter School premises or at Innovative Arts Academy Charter School events, or connected to the Innovative Arts Academy Charter School network, containing Innovative Arts Academy Charter School programs or Innovative Arts Academy 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, the Innovative Arts Academy Charter School's and user's: desktop, notebook, Chromebook, tablet PC or laptop

computers; printers; facsimile machine; cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; Global Position System (GPS) equipment; RFID; iPods; MP3 players; thumb drives; cell phones (with or without Internet access and/or recording and/or camera/video and other capabilities); telephones, mobile phones or wireless devices; and any other such technology developed.

**Educational purpose** - includes use of the CIS systems for classroom activities, professional or career development, and to support the Innovative Arts Academy Charter School's curriculum, Board policies, administrative regulations, and mission statement.

**Electronic communications systems/electronic communications** - 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. Examples include, but are not limited to, the Internet, intranet, voice mail services, electronic mail services, tweeting, text messaging, instant messages, GPS, PDAs, facsimile machines, and cell phones (with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities).

**Guest** - includes, but is not limited to, visitors, workshop attendees, volunteers, adult education staff, students, Board members, independent contractors, and Innovative Arts Academy Charter School consultants.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[2\]](#)[\[3\]](#)

1. Taken as a whole, with respect to minors, appeals to a 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 contact, 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 or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)[\[6\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

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.

**Inappropriate matter** - includes, but is not limited to visual, graphic, video, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory, violent, bullying, sexting, flagging, terroristic, and advocates the destruction of property.[7][8][9][10][11][12]

**Incidental personal use** - incidental personal use of Innovative Arts Academy Charter 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. Personal use must comply with this policy and all other applicable Board policies, procedures and rules, as well as Internet Service Provider (ISP) terms, local, state and federal laws, and must not damage the Innovative Arts Academy Charter School's CIS systems.

**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.[2][3]

**Obscene** - any material or performance, if:[5][6]

1. The average person applying contemporary community standards would find that the subject matter 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.

**Sexual act and sexual contact** - is defined at 18 U.S.C. § 2246 and at 18 Pa. C.S.A. § 5903.[6][7]

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[3][8]

**Visual depictions** - includes undeveloped film and videotape, and data stored on a 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.[1]

**Authority**

Access to the Innovative Arts Academy 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 the Innovative Arts Academy Charter School. The Innovative Arts Academy Charter School, further, reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke access privileges and/or administer appropriate disciplinary action. The Innovative Arts Academy Charter School will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks. System administrators have the right to access by interception, and access the stored communication of user accounts for any reason in order to uphold this policy, the law, and to maintain the system. Users should have no expectation of privacy in anything they create, store, send, receive or display on or over the Innovative Arts Academy Charter School's CIS systems, including their personal files or any of their use of the Innovative Arts Academy Charter School's CIS systems. The Innovative Arts Academy 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 files server space.

The Board shall establish a list of materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors.<sup>[3]</sup>

The Innovative Arts Academy Charter School reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the Innovative Arts Academy Charter School operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.<sup>[2][3][8]</sup>

Upon request by students or staff, the Chief Executive Officer or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.<sup>[8]</sup>

Upon request by students or staff, administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Chief Executive Officer or designee for expedited review.<sup>[2][9]</sup>

The Innovative Arts Academy Charter School has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received or stored on and over its CIS systems; to monitor, record, check, track, log, access or otherwise inspect; and/or to report all aspects of its CIS systems use. This includes any user's personal computers, networks,

Internet, electronic communication systems, databases, files, software, and media that they bring onto Innovative Arts Academy Charter School property, or to Innovative Arts Academy Charter School events, that were connected to the Innovative Arts Academy Charter School network, and/or that contain Innovative Arts Academy Charter School programs, or Innovative Arts Academy Charter School or user data or information, all pursuant to the law, in order to ensure compliance with this policy and other Board policies, to protect the Innovative Arts Academy Charter School's resources, and to comply with the law.

The Innovative Arts Academy Charter School reserves the rights to restrict or limit usage of lower priority CIS systems and computer use when network and computing requirements exceed available capacity according to the following priorities:

1. Highest - use that directly supports the education of students.
2. Medium - use that indirectly benefits the education of students.
3. Lowest - use that includes reasonable and limited educationally - related employee interpersonal communications and employee-limited incidental personal use.
4. Forbidden - all activities in violation of this policy and local, state or federal law.

The Innovative Arts Academy Charter School additionally reserves the right to:

1. Determine which CIS systems services will be provided through Innovative Arts Academy Charter School resources.
2. Determine the types of files that may be stored on Innovative Arts Academy 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 email.
4. Remove excess email or files taking up an inordinate amount of file server disk space after a reasonable time.
5. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable Board policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, vendor access, and destruction of Innovative Arts Academy Charter School resources and equipment.

### **Responsibility**

The Innovative Arts Academy Charter School shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Innovative Arts Academy Charter School website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request [8]

Users of Innovative Arts Academy Charter School networks or Innovative Arts Academy Charter School-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Innovative Arts Academy Charter School uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

The Chief Executive Officer or designee will serve as the coordinator to oversee the Innovative Arts Academy 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, establish a system to ensure adequate supervision of the CIS systems, maintain executed user acknowledgement/consent forms, and interpret and enforce this policy.

The Chief Executive Officer or designee will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish records management policies and records retention schedules to include electronically stored information, and establish the Innovative Arts Academy Charter School's virus protection process.

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 the Innovative Arts Academy Charter School, and to abide by the rules established by the Innovative Arts Academy Charter School, its ISP, and local, state and federal laws.

The Chief Executive Officer or designee shall be responsible for recommending technology and developing procedures used to determine whether the Innovative Arts Academy Charter School's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[2\]](#)[\[3\]](#)[\[10\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Chief Executive Officer or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyberbullying awareness and response.[\[3\]](#)[\[11\]](#)

### **Guidelines**

Computers, network, Internet, electronic communications, information systems, databases, files, software, and media, collectively called CIS systems, provide vast, diverse and unique resources. The Board will provide access to the Innovative Arts Academy Charter School's CIS systems for users if there is a specific Innovative Arts Academy Charter School-related purpose to access information, to research, to collaborate, to facilitate learning and teaching, and to foster the educational purpose and mission of the Innovative Arts Academy Charter School.

For users, the Innovative Arts Academy Charter School's CIS systems must be used for education-related purposes and performance of Innovative Arts Academy Charter School job duties in compliance with this policy. For employees, incidental personal use of Innovative Arts

Academy Charter School computers is permitted as defined in this policy, but they should have no expectation of privacy in anything they create, store, send, receive, or display on or over the Innovative Arts Academy Charter School's CIS systems, including their personal files. Students may only use the CIS systems for educational purposes.

Users must practice proper etiquette and Innovative Arts Academy Charter School ethics, must agree to the requirements of this policy, and are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite and do not become abrasive in messages to others. General Innovative Arts Academy Charter School rules, regulations and policies for behavior and communicating apply.
2. Use appropriate language and do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of others.
4. Recognize that email is not private or confidential.
5. Do not use the Internet or email in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Innovative Arts Academy Charter School's Internet provider to be the property of the Innovative Arts Academy Charter School.
7. Do not order any personal materials or use personal credit cards while using the Innovative Arts Academy Charter School's computers.
8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, national origin, gender, creed, ethnicity, age, marital status, political beliefs, or disability status.

### **Access to the CIS Systems**

Users' CIS systems accounts must be used only by authorized owners of the accounts and only for authorized purposes.

An account must be made available according to a procedure developed by appropriate Innovative Arts Academy Charter School authorities.

This policy, as well as other relevant Board policies, rules and administrative regulations, will govern use of the Innovative Arts Academy Charter School's CIS systems for users.

Types of services that could be accessed through the Innovative Arts Academy Charter School's CIS systems include, but are not limited to:

1. World Wide Web - Innovative Arts Academy Charter School employees, students, and guests will have access to the World Wide Web through the Innovative Arts Academy Charter School's CIS systems, as needed.
2. Email - Innovative Arts Academy Charter School employees may be assigned individual email accounts for work-related use, as needed. Students may be assigned individual email accounts, as necessary, by the Chief Executive Officer or designee at the recommendation of the teacher, who will also supervise the student's use of the email service.

3. Guest Accounts - Guests may receive an individual web account with the approval of the Chief Executive Officer or designee if there is a specific Innovative Arts Academy Charter School-related purpose requiring such access. Use of the CIS systems by a guest must be specifically limited to the Innovative Arts Academy Charter School-related purpose and comply with this policy and all other Board policies, procedures, regulations and rules, as well as ISP terms, local, state and federal laws, and may not damage the Innovative Arts Academy Charter School's CIS systems. An applicable acknowledgment/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 or electronic signature is required.
4. Blogs - Employees may be permitted to have Innovative Arts Academy Charter School-sponsored blogs, after they receive training and the approval of the Chief Executive Officer or designee. All bloggers must follow the rules provided in this policy and other applicable Board policies, administrative regulations and rules of the Innovative Arts Academy Charter School.
5. Web-based services, such as blogging, authorized social networking sites, wikis, podcasts, RSS feeds, social software, folksonomies, and interactive 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 the Innovative Arts Academy Charter School; however, such use must be approved by the Chief Executive Officer or designee followed by training authorized by the Innovative Arts Academy Charter School. Users must comply with this policy as well as any other relevant Board policy, rules or administrative regulations (including the copyright, participatory learning/collaborative/social networking regulations, and rules during such use).

### **Parental Notification and Responsibility**

The Innovative Arts Academy Charter School will notify the parents/guardians about the Innovative Arts Academy Charter School's CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate matter. 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 the Innovative Arts Academy Charter School to monitor and enforce wide range of social values in student use of the Internet. Further, the Innovative Arts Academy Charter School recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The Innovative Arts Academy Charter School will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the Innovative Arts Academy Charter School's CIS system.

### **Limitation of Liability**

The Innovative Arts Academy Charter School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Innovative Arts Academy Charter School's CIS systems will be error-free or without defect. The Innovative Arts Academy Charter School does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the Innovative Arts Academy Charter School, nor is the Innovative Arts Academy Charter School responsible for the accuracy or quality of the information obtained through or stored on the CIS



systems. The Innovative Arts Academy 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 CIS systems. The Innovative Arts Academy Charter School will not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The Innovative Arts Academy Charter School will not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the Innovative Arts Academy Charter School's CIS systems. In no event will the Innovative Arts Academy Charter School be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS systems.

### **Prohibitions**

The use of the Innovative Arts Academy Charter School's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. The Innovative Arts Academy Charter School reserves the right to determine if activity constitutes an acceptable or unacceptable use of the CIS systems.

The prohibitions listed in this policy are in effect any time Innovative Arts Academy Charter School resources are accessed whether on Innovative Arts Academy Charter School property, at Innovative Arts Academy Charter School events, connected to the Innovative Arts Academy Charter School's network, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee or student uses their own equipment. Students must also comply with Board Policy 237 and accompanying pertinent administrative regulations.[20]

### **General Prohibitions**

Users are prohibited from using Innovative Arts Academy Charter School CIS systems to:

1. Communicate about nonwork or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use.
2. Send, receive, view, upload, download, store, access, print, distribute, or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, including but 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). Neither may users advocate the destruction of property.
3. Send, receive, view, upload, download, store, access, print, distribute, or transmit inappropriate matter and material likely to be offensive or objectionable to recipients.
4. Bullying/Cyberbullying another individual. [11]
5. Access or transmit gambling 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 inappropriate matter in this policy.
7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive, profane, or inflammatory communications.
8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for

school-related purposes or required for employees to perform their job duties. Students must obtain consent from their teacher to use IRC's; however, they may not use instant messaging or text messaging. Employees may only use instant messaging if consent was obtained from the Chief Executive Officer or designee.

9. Facilitate any illegal activity.
10. Communicate through email for noneducational purposes or activities, unless it is for incidental personal use as defined in this policy. The use of email to mass mail noneducational or nonwork related information is expressly prohibited (for example, the use of the everyone distribution list, building level distribution lists, or other email distribution 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 Board policies); conduct unauthorized fundraising or advertising on behalf of the Innovative Arts Academy Charter School and non-school organizations; resale of Innovative Arts Academy Charter School computer resources to individuals or organizations; or use the Innovative Arts Academy Charter School's name in any unauthorized manner that would reflect negatively on the Innovative Arts Academy Charter School, its employees, or students. **Commercial purposes** is defined as offering or providing goods or services or purchasing goods or services for personal use. School Innovative Arts Academy Charter School acquisition policies must be followed for Innovative Arts Academy Charter School purchase of goods or supplies through the Innovative Arts Academy Charter School system.
12. Engage in political lobbying.
13. Install, distribute, reproduce or use unauthorized copyrighted software on Innovative Arts Academy Charter School computers, or copy Innovative Arts Academy Charter School software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on Innovative Arts Academy Charter School computers is restricted to the Chief Executive Officer or designee.
15. Encrypt messages using encryption software that is not authorized by the Innovative Arts Academy Charter School from any access point on Innovative Arts Academy Charter School equipment or Innovative Arts Academy Charter School property. Users must use Innovative Arts Academy Charter School approved encryption to protect the confidentiality of sensitive or critical information in the Innovative Arts Academy Charter School's approved manner.
16. Access, interfere, possess, or distribute confidential or private information without permission of the Innovative Arts Academy 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 Innovative Arts Academy Charter School information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the Innovative Arts Academy Charter School's business or educational interest.
19. Send unsolicited commercial electronic mail messages, also known as "spam".
20. Post personal or professional web pages without administrative approval.
21. Post anonymous messages.

22. Use the name of the Innovative Arts Academy Charter School in any form in blogs, on Innovative Arts Academy Charter School Internet pages or web sites not owned or related to the Innovative Arts Academy Charter School, or in forums/discussion boards, and social networking web sites, to express or imply the position of the Innovative Arts Academy Charter School without the expressed, written permission of the Chief Executive Officer or designee. When such permission is granted, the posting must state that the statement does not represent the position of the Innovative Arts Academy Charter School.
23. Bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizer/proxies or any web sites that mask 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 and/or obtain personal information under false pretenses with the intent to defraud another person.
26. Use location devices to harm another person.

### **Access and Security Prohibitions**

Users must immediately notify the Chief Executive Officer or designee if they have identified a possible security problem. Users must read, understand, and submit an electronically or written signed acknowledgement form(s), and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, nondisclosure, and physical and information security requirements. The following activities related to access to the Innovative Arts Academy Charter School's CIS systems and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Users are required to use unique strong passwords that comply with the Innovative Arts Academy Charter School's password, authentication and syntax requirements. Users must not acquire or attempt to acquire User ID and passwords of another. Users will be held responsible for the result of any misuse of users' names or passwords while the users' systems access were left unattended and accessible to others, whether intentional or whether 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 Innovative Arts Academy Charter School resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as 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 Innovative Arts Academy 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 the Innovative Arts Academy Charter School.

8. Accessing any website that the Innovative Arts Academy Charter School has filtered or blocked as unauthorized. Examples include, but are not limited to, unauthorized social networking, music download, and gaming sites.
9. Users must protect and secure all electronic resources and information data and records of the Innovative Arts Academy Charter School from theft and inadvertent disclosure to unauthorized individuals or entities when they are under the supervision and control of the Innovative Arts Academy Charter School and when they are not under supervision and control of the Innovative Arts Academy Charter School, for example, but not limited to, working at home, on vacation or elsewhere. If any user becomes aware of the release of Innovative Arts Academy Charter School information, data or records, the release must be reported to the Chief Executive Officer or designee immediately.[30]

### **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, and other program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts. The user may not hack or crack the network or others’ computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person’s computer, or to “look around”.
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 Innovative Arts Academy 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 retransmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, virtual, cloud, or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the Innovative Arts Academy Charter School’s electronic information.
9. Intentionally destroying the Innovative Arts Academy Charter School’s computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging the Innovative Arts Academy Charter School’s CIS systems, networking equipment through the users’ negligence or deliberate act, including, but not limited to vandalism.
12. Failing to comply with requests from Innovative Arts Academy Charter School staff to discontinue activities that threaten the operation or integrity of the CIS systems.

### **Content Guidelines**

Information electronically published on the Innovative Arts Academy 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 student's date of birth, Social Security number, driver's license number, financial information, credit card number, health information, phone numbers, street address, or box number, name, (other than first name), or the names of other family members without parental consent.
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 Innovative Arts Academy Charter School policies and guidelines.
5. Documents to be published on the Internet must be edited and approved according to Innovative Arts Academy Charter School procedures before publication.

### **Copyright Infringement and Plagiarism**

Federal laws and regulations pertaining to copyright will govern the use of material accessed through Innovative Arts Academy Charter School resources. Users will make a standard practice of requesting permission from the holder of the work, complying with the fair use doctrine, and/or complying with license agreements. Employees will instruct users to respect copyrights.<sup>[12]</sup>

Violations of copyright law can be a felony, and the law allows a court to hold individuals personally responsible for infringing the law. The Innovative Arts Academy Charter School does not permit illegal acts pertaining to the copyright law; therefore, any user violating the copyright law does so at their own risk and assumes all liability.

No one may circumvent a technology protection measure that controls access to a protected work unless they are permitted to do so by law. No one may manufacture, import, offer to the public, or otherwise traffic in any technology, product, service, device, component or part that is produced or marketed to circumvent a technology protection measure to control access to a copyright protected work.

Innovative Arts Academy Charter School guidelines on plagiarism will govern use of material accessed through the Innovative Arts Academy Charter School's CIS systems. Users must not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices. Users understand that use of the Innovative Arts Academy Charter School's CIS systems may involve the Innovative Arts Academy Charter School's use of plagiarism analysis software being applied to their work.

### **Selection of Material**

Board policies on the selection of materials will govern use of the Innovative Arts Academy Charter School's CIS systems.

When using the Internet for class activities, teachers must select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers must preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers must provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers must assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

### **Innovative Arts Academy Charter School Website**

The Innovative Arts Academy Charter School has established and maintains a website and will develop and modify its web pages that will present information about the Innovative Arts Academy Charter School under the direction of the Chief Executive Officer or designee.

### **Blogging**

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 Innovative Arts Academy Charter School personal and private information/data, images and copyrighted material in their blog, and may not disrupt the Innovative Arts Academy Charter School.

Conduct otherwise will result in actions further described in this policy and provided in other relevant Board policies.

### **Safety and Privacy**

It is the Innovative Arts Academy Charter School's goal to protect users of the Innovative Arts Academy Charter School's CIS systems from harassment and unwanted or unsolicited electronic communications. Any user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to the Chief Executive Officer or designee. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.[3]

Internet safety measures shall effectively address the following:[3][10]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

If the Innovative Arts Academy Charter School requires that data and information be encrypted, users must use Innovative Arts Academy Charter School authorized encryption to protect their security.

**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. Users must be aware that violations of this policy or other policies, 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 for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant Board policies and Innovative Arts Academy Charter School rules such as, but not limited to, the student and professional employee discipline policies, applicable Code of Student Conduct, copyright, property, curriculum, terroristic threat, vendor access, and harassment policies.

Users are responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent, deliberate, and willful acts. Users will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.[8]

Violations as described in this policy may be reported to the Innovative Arts Academy Charter School, appropriate legal authorities, the ISP, local, state, or federal law enforcement and may constitute a crime under state and/or federal law, which may result in arrest and/or criminal prosecution. The Innovative Arts Academy Charter School will cooperate to the extent legally required with authorities in all such investigations.

Vandalism will result in cancellation of access to the Innovative Arts Academy Charter School's CIS systems and resources and is subject to discipline.

**Legal**

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|-----------------------|----------------------|--------------------------|
| 1. 9 U.S.C. 2256      | 2. 20 U.S.C. 6777    | 3. 47 U.S.C. 254         |
| 4. 18 Pa. C.S.A. 6312 | 5. 24 P.S. 4603      | 6. 18 Pa. C.S.A. 5903    |
| 7. 18 U.S.C. 2246     | 8. 24 P.S. 4604      | 9. 24 P.S. 4610          |
| 10. 47 CFR 54.520     | 11. 24 P.S. 1303.1-A | 12. 17 U.S.C. 101 et seq |
| 24 P.S. 4601 et seq   |                      |                          |