

The security of HASDNET is a high priority. Students accessing the system are expected to follow a strict set of guidelines that emphasize the efficient, ethical, and legal use of network resources. Students who suspect a security problem should immediately notify their classroom teacher or the Network Administrator. Any student who violates the terms and conditions listed below or who is identified as a security risk will be denied access to HASDNET. No student will be granted access to HASDNET until s/he has signed a *User Agreement* that has been co-signed by the parents indicating that all parties have read and agree to abide by the following terms and conditions. The signed Agreement serves as a legally binding contract.

Computer vandalism is defined as *any attempt to harm, destroy, or alter data and/or system resources of another user, HASDNET, or any agency or other computer network connected to the Internet*. The term includes but is not limited to the uploading or creation of computer viruses. Students responsible for computer vandalism will have their user privileges revoked and make restitution for damages, including service fees and system restoration. In addition, violations may be reported to the local authorities for prosecution.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting privacy rights of both the district user and outside users. The School Board establishes that network use is a privilege, not a right; inappropriate and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

HASDNET Terms and Conditions

- 1.) ***Acceptable Use***--The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Hanover Area School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.

- 2.) ***Unacceptable Use***--Transmission of material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. The viewing and downloading of illegal material by students and employees is strictly prohibited. Illegal activities are likewise prohibited. Unauthorized disclosure, use, and dissemination of personal identification information such as name, address, phone number, or social security number regarding minors is prohibited. Viewing, transmitting, or downloading any material that involves obscenity, child pornography, or is harmful to minors is prohibited.

- 3.) ***Privileges***- The use of HASDNET is a privilege, not a right, and the District reserves the right to monitor its use. Inappropriate use will result in the cancellation of privileges. Based on the acceptable use guidelines outlined above, system administrators will determine what is inappropriate and whether or not a student account needs to be closed. The Principal may also request HASDNET administrators to deny, suspend, or revoke privileges for specific user accounts.

- 4.) **Network Etiquette**--The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following: (a) Do not write or send abusive messages to others, or messages that relate to or support illegal activities; (b) Do not use profane, obscene, indecent, immoral, or offensive language; (c) Do not reveal your address or phone number, or the address/phone number of others; and (d) Do not use the network in a careless manner that disrupts the use of the network by others. Offensive material includes but is not limited to sexually-oriented comments or images, racial slurs, gender-specific comments, or any other insult based on age, sexual orientation, religious or political beliefs, national origin, or disability. Messages relating to or in support of illegal activities may also be reported to local law enforcement authorities.
- 5.) **Security**--Network security on any computer system is a high priority, especially when the system involves many users. Any student who has identified a security problem on HASDNET should notify her/his teacher immediately and not demonstrate the problem to other users. Under no circumstances should a student attempt to use another individual's account nor give her/his password to another individual. Attempts to sign-on to the system as another user or as a system administrator will result in the cancellation of user privileges. Unlawful acts will be prosecuted. Any student who is identified as a security risk or has a history of problems with other computer systems may be denied access to HASDNET. Authorized student accounts are not considered private and may be accessed by system administrators in the course of their duties.
- 6.) **Vandalism**--Computer vandalism will result in the cancellation of privileges and payment of all fees necessary for system restoration. Vandalism is defined as any attempt to harm, destroy, or alter data or the system resources of another user, HASDNET, agencies or networks connected to PennTeleData, or the Internet backbone. The term includes but is not limited to the uploading or creation of computer viruses. Criminal violations will be prosecuted.
- 7.) **Student Safety**--Every effort will be made to protect students of the Hanover Area School District from harassment or unwanted, unsolicited contacts. Students who receive threatening or unwelcome communications should immediately notify the Principal's Office or a system administrator. Student users should also be aware that there are many potentially offensive services available on the Internet. While the District is committed to preventing access to such services, students must take responsibility for their own actions when navigating the Internet.
- 8.) **Updating User Information**--HASDNET may occasionally require new registration and account information from the user to continue the service. Student users are expected to notify HASDNET of any changes in their account information.
- 9.) **Due Process**--Any student accused of violating the policy outlined above will receive written notification of the alleged violation. S/he will be given an opportunity to respond to the allegation in accordance with the provisions of the Hanover Area Jr/Sr High School Discipline Code.

- 10.) *Confidentiality of Student Information*--Personally identifiable information concerning students may not be disclosed or sent in any way on the Internet without the permission of a student's parent or--if the student is at least 18 years of age--the permission of the student her/himself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card and Social Security numbers. Supervising teachers or system administrators may authorize the release of directory information, defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes or approved educational activities.
- 11.) *Service Limitations*--The Hanover Area School District makes no warranties--expressed or implied--for the service it provides. The District is not responsible for damages incurred using the service. These damages include loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by system or user errors and omissions. Use of any information obtained from the service is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
- 12.) *Exception of Terms and Conditions*--All terms and conditions as stated in this document are applicable to the Hanover Area School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents and students 18 years of age and over certain rights with respect to the student's educational records. These rights include the following:

- 1.) The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access. A parent or eligible student making such a request must submit to the Principal a written request that identifies the records s/he wishes to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student. A parent or eligible student may request the District to amend a record s/he believes is inaccurate, misleading, or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading, or violates the privacy rights of the student. The request shall be made to the Principal. If the District decides not to amend the record as requested, the Principal will notify the parent or eligible student of the decision and advise her/him of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3.) The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA and Pennsylvania law authorize disclosure without consent. The District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student. Disclosure of personally identifiable information can be made without consent to the following: