

THE SCHOOL DISTRICT OF PHILADELPHIA
FANNY JACKSON COPPIN ELEMENTARY SCHOOL
1213 S. 12TH St, Philadelphia, PA 19147 TEL: (215) 400-7970 FAX (215) 400-7971
Principal – Kelly Espinosa

**COMPUTING AND INTERNET
ACCEPTABLE USE POLICY (AUP)**

Parents/Guardians, please review this document carefully with your child. The Fanny Jackson Coppin School is committed to making your child’s technological experiences as safe and meaningful as possible. In order to allow your student access to resources on the School and District’s networks as well as the Internet, you must sign the [POLICY SIGNATURE PAGE FORM](#) under the Coppin School Policies & Procedures page on the school’s website. This policy will be reviewed with your child in an easy to understand format during computer class. Thank you!

A. Purpose

1. The Fanny Jackson Coppin School provides its students with access to computing equipment, network functions such as Intranet and Internet and Email.
2. This access is granted for the sole purpose of education and is to be used to facilitate educational productivity and learning only.
3. School Chromebooks are to be used for educational purposes only and for no other reason.

B. Access rights and privileges.

1. The Fanny Jackson Coppin School has the right to place reasonable restrictions on the use of equipment, resources and materials students access or post through the system. Students are expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code, and the law in their use of District equipment and network. This access has **not** been established as a public access service or a public forum. Access is a **privilege** granted by the District, and Students should expect **NO PRIVACY RIGHTS**.
2. All Coppin students will have access to the internet and District provided web-based Gmail through the District’s private network. Parents may specifically request that their child/children not be provided such access by notifying the school in writing.

C. Unacceptable Uses

1. Students may not use the District’s private network to purposely access material that is obscene, profane, advocates illegal acts, advocates violence or advocates discrimination towards anyone.
2. Students may not write or post personal contact information about anyone, including themselves through the school’s network or equipment. This includes address, telephone, school address, work address, pictures, clips or other identifying information.
3. Students may not agree to meet someone they have had contact with through the internet without parental permission and participation.
4. Students may not attempt to gain unauthorized access to any school or other computer system. This includes logging in as another person, through a different account or trying to gain access to someone else’s files. These actions are illegal, even if for the purposes of “browsing” or “electronic discovery.”

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5. Students may not deliberately disrupt or harm hardware or software systems, interfere with computer or network performance, interfere with another's ability to use equipment or systems, or destroy data. This includes purposely unplugging computers, keyboards, mice or headsets without teacher approval.
6. Students may not use the District's "private network" to engage in illegal acts, such as arranging for the sale or purchase of drugs or alcohol, engaging in criminal gang activity, threatening the safety of another, sharing unauthorized copyrighted material or intellectual property, etc.
7. Students may not use the District's private network to solicit information with the intent of using such information to cause harm or injury to another.
8. Students may not post information that could endanger another, cause personal damage or a danger of disruption to service.
9. Students may not knowingly or recklessly post false or defamatory information about a person or an organization.
10. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other Students.
11. Students may not directly or indirectly make connections that create "backdoors" to the District's network which allow unauthorized access to any person or organization.
12. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening or disrespectful language.
13. Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Students may not repost a message that was sent to them privately without the permission of the person who sent them the message.
16. Students may not forward or post chain letters, or engage in "spamming." Spamming is sending annoying or unnecessary messages to large groups of people.
17. Students will not install or reproduce unauthorized or unlicensed software on District resources.
18. Students may not plagiarize works that they find on the internet or through other sources.
19. Students may not use the District's private network for political lobbying.
20. Students will not download files unless approved by the teacher.

D. System Security Obligations

1. Students are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. **Under no condition should a user share their password with another person.**
2. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy shall be denied access to the District's private network for the remainder of the school year.
3. Students should immediately notify a teacher or system administrator of any possible security problem or when he/she has inadvertently accessed inappropriate material.
4. Students will promptly tell their teacher or other appropriate school employee of any message received that is inappropriate.

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E. Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, Fanny Jackson Coppin School and the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

F. Due Process

1. The School District Fanny Jackson Coppin School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

2. In the event there is an allegation that a student has violated this Acceptable Use Policy, the student and parent will be provided with notice of the alleged violation and will be afforded the opportunity to be heard in the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken.

G. Administration

1. The principal has the responsibility to establish a plan to ensure adequate supervision of students. She is also responsible for interpreting and enforcing this policy at the school level.

Updated 8/13/21