

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

COMMUNICATION SERVICES-COMPUTER AND INTERNET ACCESS CODE EGA – R&P

Includes:

- 1) **Student Acceptable Use Computer Policy**
- 2) **Staff Acceptable Use Computer Policy**
- 3) **Digital Media Access Form**

STUDENT ACCEPTABLE COMPUTER USE POLICY

Purpose of this Document

To establish a policy to promote efficient, secure, ethical and legal use of the Shaker Regional School District's ("the District") computer information system. This policy applies to all users of the computer information systems located or accessed in the District as well as users who obtain their access privileges through association with the District.

Introduction

Today we live in a world that makes it possible for people to communicate globally. Through the use of new technologies in telecommunications, such as computer networks, and the Internet, people are capable of gaining and sharing vast amounts of information with others from their businesses, homes and schools. These technologies make it possible for students in the District to research thousands of libraries, universities, and databases for information related to appropriate subjects taught in their classrooms.

The-District computer information systems, with/or without Internet access, are provided for the use of all students and staff.

The District is required by NH Law(RSA 194:3-d) to have an Acceptable Use Policy. RSA 194:3-d "School District Computer Networks" states:

1. "Every school district which has computer systems or network(s) shall adopt a policy which outlines appropriate and acceptable use, as well as the inappropriate and illegal use, of school district computer systems and networks, including, but not limited to, the Internet."
2. "All users of school district computer systems and/or networks who intentionally violate the district policy and who intentionally damage the computer system and/or the network shall assume legal and financial liability for such damage. For purposes of this section, "user" means any person authorized to access the school district's computer systems or network, including, but not limited to, the Internet." **Source. 1997, 285:1, eff. Jan. 1, 1998.**

Definition

The definition of "**computer information systems**" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system software, application software, stored text and data files. This also includes electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this policy.

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Educational Purpose

The District provides resources for teaching and learning; communications services; and business data services by maintaining access to local, regional, national, and international sources of information. The public trusts that each member of the school community will use the District's computer information systems with care and respect, and in accordance with the policies and regulations established by the District. Only authorized users may use District information networks, and the network shall not constitute a public forum. This policy does not attempt to articulate all required and proscribed behavior by computer information systems users.

The District will endeavor to provide a secure and wholesome Internet experience. The District utilizes Children's Internet Protection Act (CIPA) compliant content filtering mechanisms to filter Internet access. However, it is possible that a user will be able to find ways to circumvent Internet access controls. Students are warned of the potential availability of offensive material on the Internet, and are advised that they are ultimately responsible for their conduct on the Internet.

The District will, as part of Information and Communication Technologies Instruction, review, on an annual basis, this policy and general Internet Safety Guidelines with all students.

District Rights

The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the computer information systems are consistent with the computer information systems usage guidelines.
3. Log network and monitor disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the computer information systems at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

Monitoring/Data Retention Policy

1. Teachers and staff will supervise students while accessing District computer information systems. Outside of school, families bear the responsibility to guide their children as they access the Internet just as parents do with other information sources such as television, telephones, movies, and other potentially offensive media.
2. Network administrators will review files and communications periodically to maintain system integrity and insure that users are using the systems responsibly.
3. All log files used by the District for monitoring purposes shall be purged from the system 30 days after the file creation date. These will include all logs currently generated by District firewalls in the schools and the School Administrative Unit (SAU) offices.
4. All files created on the District computer information systems are considered District property. Any right of privacy the user may otherwise have to material that the user has accessed through or stored on the District computer information systems is hereby waived. Students have no rights of privacy with regard to the use of the District's computer information systems.

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5. Log file information will be disclosed to persons to the extent provided by law. Any person seeking to view the log file must submit a written request with the Superintendent. The Technology Coordinator for the District will then assist the person viewing the files to prevent the disclosure of personally identifiable student information and other information exempt from disclosure under the law. In other words, a person will not be given log files containing exempt information on disks to take home and filter on his/her own. A person who wishes to review a large number of log entries may be charged an appropriate administrative fee.

User Responsibilities

1. Successful operation of the computer information systems requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the computer information systems. The user is ultimately responsible for his/her actions while accessing the computer information systems.
2. Users will not respond to any illicit or suspicious activities. Users shall immediately report such activities to an administrator, teacher or staff member.

Usage Guidelines

Acceptable Use

1. Access to the computer information systems within the District is a privilege and must be treated as such by all users.
2. Computer information systems will be used for the purposes of academic research, education, and school-related business and operations. Computer information systems shall not be used for recreational and/or commercial purposes.
3. Any system that requires password access or for which the District requires an account will only be used by the authorized account user. Account owners are responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of these resources.
5. All communications and information accessible via any District computer information system shall be treated as District property.
6. All software installation will be done by personnel authorized by the District Technology Coordinator.
7. All software used on District equipment must be licensed to the District.

Unacceptable Use

The District has the right to take disciplinary action, remove computer information systems privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user:

1. Interferes with or disrupts other computer information systems users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms, viruses and such, distributing quantities of information that overwhelm the system, and/or using District computer information systems to make unauthorized entry into any other resource accessible via the network.
2. Invades the privacy of individuals or entities or seeks to gain or gains unauthorized access to information resources.
3. Violates institutional or third-party copyright, license agreements or other contracts.

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4. Uses or knowingly allows another to use any computer or computer information system to devise or execute a scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources, including hardware, software, or data.
6. Uses the computer information systems for commercial or political activity.
7. Installs unauthorized software for use on District computers.
8. Modifies computer configuration settings, including but not limited, to file sharing configurations and network settings.
9. Uses the computer information system to access inappropriate materials.
10. Acquires, communicates, creates, submits, publishes, displays or participates in any materials, messages or activities on District computer information systems.

Restricted Materials and Actions

To keep users and the District's computer information systems secure, the following are not allowed:

1. Use of personal computers.
2. Use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to Hotmail, AOL mail, Yahoo mail, and personal mail accounts through an Internet Service Provider account.
3. Use of peer-to-peer file sharing programs.
4. Use of games, unless for educational purposes and approved by the building principal.

5. Use of online chat rooms or instant message systems, unless for educational purposes and with prior approval of the building principal.
6. Use of social networking sites, unless set up for educational purposes by the student's teacher and with prior approval of the building principal.
7. Use or publication of a student's full name, address and/or email address in conjunction with District web pages.

Consequences of Violations

The District values the appropriate and responsible use of its computer information system. Any system user identified as a security risk or violating District computer information system guidelines shall be denied access to the District's computer information systems.

Infractions set forth in this agreement may result in suspension or termination of access privileges and/or other appropriate disciplinary action in accordance with District policy. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

Exceptions

The District Technology Coordinator will, in consultation with School and District Administration, make exceptions to any of the previously mentioned restrictions, on an individual basis. Any request for an exception must be based on an academic need, and the decision to allow that exception will be based on the academic need balanced with the District's need to protect its users and property. A separate contract

will be created for each exception that outlines the details of that exception, and the responsibilities that go along with it.

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Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District specifically disclaims any responsibility for the accuracy of information obtained through the network and the Internet and the use of any information obtained is at the user's risk.