

## **Acceptable Use of Electronic Network & Internet Resources Policy School Administrative Unit 24**

### **Purpose of This Document**

This policy outlines efficient, safe, ethical and legal use of network and Internet resources within the School Administrative Unit 24 (SAU 24). This policy applies to users of electronic information resources located or accessed on any SAU 24 network. SAU 24 provides a network to facilitate communication and sharing.

### **Qualifying for Use**

The privilege and responsibility of using our network and Internet resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use will result in disciplinary action, which may include suspension or revocation of privileges. A current copy of this agreement must be signed by all system users (staff, students and a parent, if the student is under 18 years of age) and must be on file in order to use any SAU24 network.

### **Internet Access and Safety Policy**

#### **Technology Protection Measure:**

The SAU 24 uses both Internet filtering and security software to filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful as required by federal guidelines of the Children's Internet Protection Act (CIPA). It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. Students are frequently monitored by teachers and staff when using computers.

#### **Internet Safety Policy**

The emerging Web 2.0 technologies such as email, blogs, social networking, and wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. SAU 24 educates its staff and students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the following code of conduct when accessing online resources.

### **Code of Conduct**

Security within the SAU 24 network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

#### **Procedures and Proper Usage**

##### **Users:**

- a. shall not evade, change or exceed resource quotas or disk usage.
- b. Shall not eat or drink in the immediate vicinity of any computer or network asset.
- c. shall register all personal computers and devices with the Technology Department before using them on any SAU 24 network.
- d. Shall not set up or participate in Internet or LAN-based proxy or sharing applications.
- e. must notify staff about security problems, unacceptable Internet sites or inappropriate communication.
- f. shall not install/upload software to SAU 24 computers or store software on network servers without authorization from the technology department.
- g. Shall recognize that Network Logs vary depending on the server and are kept for no more than 45 days.
- h. are responsible for making back-up copies of their critical documents.
- i. shall refrain from cyberbullying.
- j. shall not reveal personal information on the Internet or plan to meet people contacted through the Internet unless part of a classroom activity.
- k. Shall not access or create profane, obscene, unlawful, discriminatory, violent, or hateful material.
- l. SAU 24 network resources will not be used for personal gain (e.g. - such as, but not limited to printing, personal photos, eBay, Craig's list, second jobs...)
- m. shall not share their usernames/passwords with any individual.
- n. shall not willfully attempt to bypass content filters.

##### **Privacy**

- a. Users will not share their account information or leave their accounts open.
- b. All files and communications are subject to inspection (ie. no right to privacy.)
- c. Network data storage areas are to be treated as school property.
- d. Software may be used to remotely control and monitor computers while in use.
- e. Parents/guardians have the right to review the contents of their child's files and communications.
- f. All users must respect the privacy of other network users and the confidentiality of user and network passwords.

## Acceptable Use of Electronic Network & Internet Resources Policy School Administrative Unit 24

### Copyright and Plagiarism

- a. Violation of copyright and/or software agreement is considered a violation of this policy.
- b. Explicitly copyrighted materials will often have conditions describing how they may or may not be used, users shall abide by these.
- c. Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- d. Proper citations will be used when citing electronic information.

### District Web Site

- a. Web pages display school activities and projects and may include photos, student names and work with parent/guardian permission.
- b. Web pages are considered public documents and comply with Federal School District Guidelines.
- c. Web pages shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal laws.

### Vandalism

- a. Vandalism is defined as any malicious attempt to damage or disrupt the physical computers, software, network systems or data of other users.
- b. Vandalism will result in disciplinary action, which may include suspension of computer services and possible referral to legal authorities and/or restitution.
- c. Individuals may be held financially responsible for damages *including*, but not limited to:
  - Attempts to move, remove, or damage software, hardware, or files.
  - Attempts to hack into any network or computer environment.
  - Physical damage to a computer while it is assigned or checked out to them.

### Email/Direct Communication

- a. Network users will abide by netiquette in their electronic communication.
- b. Email accounts are maintained and/or archived in accordance with applicable policies.

### Research & Reference

With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- a. Subscription resources that have been reviewed by educators.
- b. Teacher reviewed and evaluated sites and materials.
- c. Information from educational, government and non-profit websites (.edu, .gov, .org).

### Violations of the Acceptable Use Policy

The SAU 24 places a high value on the appropriate and responsible use of its network and Internet resources. A violation of this policy will result in the following consequences:

#### Student Users

**First Infraction:** removal from the computer network for one week (five school days).

**Second Infraction:** removal from the computer network for one calendar month (i.e.: from the 14th of September to the 14th of October).

**Third Infraction:** removal from the computer network for ninety (90) school days.

All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Some infractions may require reporting to law enforcement. ***School administrators reserve the right to modify the consequences outlined above if deemed appropriate.***

#### Faculty/Staff Users

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

#### Legal References:

RSA 194:3-d, School District Computer Networks  
Children's Internet Protection Act (CIPA)

See also JICE,EHAA,JICDD,JIC,KDC,EGA