

**COLCHESTER SCHOOL DISTRICT****POLICY: COLCHESTER ACCEPTABLE USE POLICY (AUP)  
APPLYING TO THE CSD'S NETWORKS AND THE INTERNET****DATE ADOPTED:** May 4, 2004**POLICY STATEMENT**

The Colchester School District recognizes the importance of, and the significant educational benefits which are derived from, providing students and staff members access to information technology in general and to the Internet specifically.

The Internet, and the World Wide Web in particular, are important educational tools which provide students and staff members access to a vast array of resources from around the globe. On a global network, however, it is impossible to control all materials and a student may happen on inappropriate sites, deliberately or by accident.

Nevertheless, the District firmly believes that the valuable information and interaction available on this worldwide network outweigh the possibility that the user may access materials not consistent with the educational goals of the District. Therefore, each school principal, in consultation with the Superintendent, is responsible for establishing procedures governing access to the Internet and to the local area network consistent with the provisions of this policy. Procedures will include use by faculty and staff, and community if applicable, as well as students. In addition, all users are required to sign Network and Internet Access Agreements indicating their knowledge and acceptance of this policy and their intention to comply with its requirements. Teachers will review the key points with students in age-appropriate language.

The purpose of providing access to the Internet and other electronic information resources is to promote academic excellence in the District's educational objectives, access to research findings, and opportunities to satisfy intellectual curiosity. Use of the District's Network and Internet Access shall be consistent with these purposes. Accessing electronic information resources through District equipment or systems is a privilege, not a right, and inappropriate use may result in cancellation of the privilege.

**PROCEDURAL REGULATIONS**

In order to match electronic resources with classroom curriculum, school personnel will review and evaluate these resources to the extent that it is practical to do so. The extent to which students will be confined to specific resources that have been reviewed and evaluated prior to use will vary according to grade level. Generally, all students will have access to use which is supervised by the teacher or lab supervisor. Staff will provide developmentally appropriate guidance to students as they make use of information technology. Teachers will show students how to evaluate the authority and credibility of information found on the Internet.

Date Warned: April 16, 2004  
First Reading: April 20, 2004  
Second Reading: May 4, 2004

Permission from a parent or guardian must be given in writing to allow for publication of student work on the Internet. Student users must obtain permission from their teachers or facilitators before using the District's electronic information resources. All users, and, in the case of minor students, a parent or guardian, will sign appropriate forms indicating their acceptance of this policy and their intention to abide by its requirements, prior to using the equipment.

### **IMPLEMENTATION**

Copies of the terms of the Acceptable Use Policy ("AUP") which are applicable to students will be provided to all parents and students as part of each school's parent handbook. All students, their parents or guardians in the case of minors, as well as every adult wishing to make use of school networks or the Internet, must first sign and return an agreement based on the Acceptable Use Policy. Network and Internet access is conditioned upon the District having a signed agreement on file for the user. In the case of community use, it is the users' responsibility to employ the system in a manner that is consistent with the mission of a publicly funded educational institution. Access to the system may be terminated if abuse is evident.

### **NETWORK SAFETY**

As students, faculty and staff become increasingly involved with Internet publishing, it is necessary to have a permission form signed by parents or guardians to allow student first names, last initials (only), works and pictures to be displayed. No individual photograph of a student, or group photo in which students are individually identified, should be published on the Internet. In the case of students, no personal information will be published on the Internet, including the mail address, e-mail address, phone number, biographical or autobiographical information.

Students should never agree to meet, in person, anyone with whom they have corresponded unless accompanied by an adult they know and trust.

In the event that a published Web site has been created by a student in a non-school environment, that site may be worked on in a school environment only if it does not contain identifiable information as defined above.

### **USE OF PERSONAL COMPUTERS**

Personally owned computers and related systems shall not be connected to the Colchester School District Network. This prohibition includes, but is not limited to, desktop, mini-tower, laptop and network computer systems owned by individuals.

This prohibition will be strictly enforced. The integrity and viability of the Colchester School District Computer Network can only be maintained, and contractual licensing arrangements can only be honored, if connection to other, individually owned systems is not allowed.

Violation of this rule by staff, students, and others, will result in imposition of appropriate consequences and/or disciplinary action, including, as deemed appropriate, denial of network privileges and payment of restitution for all costs associated with repairing, replacing, or

restoring the system to operation, and/or appropriate disciplinary action, up to and including termination or expulsion.

### **CONDUCT IN THE USE OF INFORMATION TECHNOLOGY**

Use of the School District's Network and Internet access and other electronic information resources must be in support of, and consistent with, the educational policies of the District.

Accessing electronic information resources through District equipment or systems is a privilege, not a right, and inappropriate use may result in cancellation of the privilege.

- A. System Administrators are delegated the authority to determine appropriate and acceptable use as provided under this section.
- B. Any user account may be closed, suspended or revoked any time a System Administrator determines an account user or holder has used the Internet or other electronic resource in an inappropriate or unacceptable manner in violation of this or other applicable District policies or procedures.
- C. Inappropriate or unacceptable use is defined as *use that violates: the District's purpose in providing access to the Internet or other electronic resource; violates the terms of this policy or procedures and rules implementing the policy; violates state or federal law; or, violates any School District policy, rule, or procedures.*

### **LIABILITY**

The Colchester School District cannot be held responsible for any lost resources or damages incurred through the use of any form of District Informational Technology.

### **SECURITY AND MONITORING**

Electronic mail (e-mail) and other personal files are *not* guaranteed to be private. System administrators have access to all mail and files, and reserve the right to monitor and review any material on current or future local or wide area network user accounts.

Nothing may be downloaded that requires a fee for any service or program. Persons doing so are liable for any and all charges.

Users of the network agree not to violate or attempt to violate network security or intentionally interfere with network performance, or access to another person's account, files or passwords.

## **STAFF PRIVILEGES**

All staff using the District's Network, E-Mail and/or the Internet are advised that such use and all correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet and Network use is consistent with the terms of this policy. System administrators reserve the right to monitor and review any material on current or future local or wide area network user accounts.

Authorized users have:

- the privilege to access the Internet and to exchange information;
- a conditional privilege to request newsgroups and/or listservers from the Internet in order to facilitate real-time learning with members on the network;
- the conditional privilege to send e-mail to any member on the Internet;
- the expectation that they will use appropriate language that is not offensive, or embarrassing to the School District and to abide by all rules of school conduct and Network etiquette.

Use of the School District's Network and Internet access is a privilege, not a right, and inappropriate use will result in cancellation of this privilege and may result in appropriate disciplinary action.

## **Staff Responsibilities**

Authorized users accounts must be in support of the educational goals in the School District.

While exercising privileges to use the Network and Internet as an educational resource, users shall also monitor and accept the responsibility for all material received.

Users have the responsibility to maintain the integrity of the electronic mail system and to be responsible for all mail received under their user account. Users have the responsibility to report violations of privacy to an Internet supervisor.

Users may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware or software on school premises. Users must report all inappropriate materials (solicited or unsolicited) to the Network administrator.

All files and programs on the computer belong to someone. Users may not modify, erase, rename, or make unusable anyone else's files or programs.

Users have the responsibility of keeping copyrighted software of any kind from entering the school via the Internet, unless approved by the system administrator under lawful conditions. Users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.

Users may not modify, copy, or transfer any software provided by the school, faculty, or another student without permission from the licensor and/or originator.

Transmission of any material in violation of local, state and federal law or regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.

Users may not copy copyrighted software owned by the School District. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Users:

- may not intentionally introduce a computer virus;
- may not use the network for financial or commercial gain or, political action or solicitation;

Examples of unauthorized use of the system include and are not limited to e-mails that promote a personal business even if that business supports the education of students, soliciting support for a particular candidate for office, or soliciting support for either side of an argument that will be determined by the voters, and any other use that could result in financial gain for the user. The rule of thumb is: "If you can make money or profit personally in any way, using the School District's systems is inappropriate and violates this policy."

- may not intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to do so;
- misuse system sources.

Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- Be polite. Do not write or send abusive, harassing, threatening or inappropriate messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal a personal address or phone number or those of students or colleagues.
- Maintain the confidentiality of records pertaining to particular students at all times.
- Note that e-mail is not guaranteed to be private. People who operate the system do have access to all e-mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Comply with all School District rules and policies regarding personal conduct and behavior.

**Misuse of Privileges and Consequences**

Users are held responsible for their actions and activity, as outlined in the Responsibilities section above. Unacceptable use of the network will result in the suspension or termination of all user privileges, and school disciplinary action and/or appropriate legal action. Reinstatement of privileges will be made at the discretion of the school administration or the administration's designee.

**Other users may access the system under the same terms and conditions as staff.**

## **STUDENT PRIVILEGES**

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational needs. School staff members have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. One of the District's goals is to support students in the responsible use of this vast reservoir of information.

All students using the District's Network, E-Mail and/or the Internet are advised that such use and all correspondence is not privileged or confidential. From time to time, Network and Internet use and communications may be monitored by the administration to assure that Internet and Network use is consistent with the terms of this policy. System administrators reserve the right to monitor and review any material on current or future local or wide area network user accounts.

### **Student Users**

Student users have the privilege of accessing the Internet to facilitate educational growth in technology, information gathering skills, and communication skills.

### **Student Responsibilities**

The use of a student account must be in support of their education in the Colchester School District and consistent with the educational objectives of the School District.

While exercising their privileges to use the Internet as an educational resource, students shall also monitor and accept the responsibility for all material received.

Student users have the responsibility for maintaining the integrity of the electronic mail system and for all mail received under their user account. Students have the responsibility to report violations of privacy to the supervising staff member.

Users may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware or software on school premises. Users must report all inappropriate materials (solicited or unsolicited) to the Network administrator.

All files and programs on the computer belong to someone. Student users may not modify, erase, rename, or make unusable anyone else's files or programs.

Student users may not modify, copy, or transfer any software provided by the school, faculty, or another student without permission from the licensor and/or originator.

Student users may not copy copyrighted software owned by the School District. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Student users are not to use the network for wasteful or frivolous purposes such as playing network games.

Student users may be required to log use of the network.

Student users shall not deliberately use the computer to annoy or harass others. For example, making any obscene, abusive, or threatening messages is not allowed.

Student users shall not intentionally damage the system, damage information not belonging to you, misuse system sources, or allow or encourage others to misuse system sources. Users shall not tamper with equipment or, attempt to repair equipment except as directed by a supervising staff member.

Student users may not use the Network or Internet to access any database, service, or download data or software which charges a fee for such service, data or software without the express permission of a supervising teacher. Students who violate this provision are liable for any and all charges resulting from their activity.

Student Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- Be polite. Do not write or send abusive, harassing, threatening or inappropriate messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal a personal address or phone number or those of other students.
- Note that e-mail is not guaranteed to be private. People who operate the system do have access to all e-mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Comply with all School District rules and policies regarding personal conduct and behavior.

Student Users:

- may not intentionally introduce a computer virus;
- may not use the network for financial or commercial gain or, political action or solicitation;
- may not intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to do so;
- misuse system sources.

**Misuse of Privileges and Consequences**

Student Users are held responsible for their actions and activity, as outlined in the Responsibilities section above. Unacceptable use of the network will result in the suspension or termination of all user privileges, and school disciplinary action and/or appropriate legal action. Parents or guardians will be notified of the suspension or termination of network privileges. Reinstatement of privileges will be made at the discretion of the school administration or the administration's designee.