POLICY

2361 - <u>ACCEPTABLE USE POLICY FOR DISTRICT PROVIDED ACCOUNTS,</u>

<u>COMPUTER NETWORK, E-MAIL/ELECTRONIC COMMUNICATION,</u>

<u>AND IN-SCHOOL INTERNET ACCESS</u>

PURPOSE

The School District of the Chathams owns and operates various computer systems, which are provided for use by students and staff members in support of educational activities. All users are responsible for seeing that these systems are used in an effective, ethical and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, or local laws. All users of the school district's computing systems must read, understand, and comply with the policies established in this document as well as additional guidelines established by administrators of each system.

BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.

TERMS AND CONDITIONS OF USAGE

- Only authorized users will be allowed to access any computer or account on our network.
- Users may not change settings on any system unless specifically authorized to do so by the system administrator.
- Users may not install any programs unless authorized by the system administrator.
- Users may not plug any added devices into computers or data jacks unless authorized by the system administrator.
- Users will not use the network in any way that would disrupt the use of the network by other users.
- The school district is not responsible for information or advice received from a source outside of the school district or any costs that are incurred as a result of seeking or accepting such advice.
- The school district is not responsible for any consequences of service interruptions or changes created by a user whether or not they were under the control of school district staff.

E-MAIL/ELECTRONIC COMMUNICATION POLICY

Electronic communications services (such as e-mail, Google Chat, and shared Google documents) are for educational activities only and are to be used in compliance with the policy stated in this document. Any unauthorized sharing of assignments will be considered plagiarism and will be dealt with according to the policy in the student handbook. Fraudulent, harassing, or obscene messages and/or materials are not to be sent or stored on any kind of media.

- Use of appropriate language is required when using any of our systems. Use of inappropriate language, vulgarities, derogatory statements, bias, etc. will be considered non-compliance with this policy and subject to the consequences stated in this document.
- Use of e-mail may be subject to monitoring for security and/or network management reasons. Users may be subject to limitations on their use of such resources.
- E-mail shall not be used for any illegal purpose.
- Instant messaging (such as Google Chat) is to be used only with authorization from the system administrator or teacher.

PRIVACY STATEMENT

While reasonable attempts are made to ensure the privacy of user accounts and electronic mail, there is no guarantee that accounts or electronic mail is private. While we make every attempt to secure the system, it is entirely possible that in the course of normal system-administration activities e-mail and any data stored in user accounts will become visible to the system administrator. We also make every attempt to prevent attacks on our system; however, we cannot always prevent an attack, whether internal or external, on data stored on our network. Further, in case of a request from law enforcement authorities, user e-mail and other data may be made available to the requesting agency.

CONFIDENTIALITY STATEMENT

Users must not allow others to use their account ID or password without written permission from the system administrator. Each individual user is responsible for the proper use of the account, including proper password protection. Users shall not reveal or publicize confidential or proprietary information, which includes but is not limited to financial information, plans, databases and the information contained therein, student lists, computer/network access codes, etc.

INTERNET POLICY

Because the school district provides, through connection to the Internet, in-school access, and outside of school access through web-based accounts, to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the board of education and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The board will provide in-school pupil access to Internet resources only in supervised environments, but danger remains. Any web-based accounts can be accessed outside of the district and should be monitored appropriately by parents/guardians. Pupils and their parents/guardians are advised that some sites may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, biased, or illegal material. The board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) should be aware of the existence of such materials and monitor home computer use. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with board policies and regulations and such activities may result in termination of a pupil's account on the computer network.

The board believes that the benefits to staff and pupils from access to the Internet in the form of information resources and opportunities for collaboration outweigh the disadvantages of access. Ultimately, the board recognizes that it is the responsibility of parent(s) and legal guardian(s) to set and convey the standards the pupil should follow. To that end, the board respects each family's right to determine whether to permit the pupil's use of the computer network and Internet access.

- Users shall not download any unauthorized file, including but not limited to instant messenger programs, music, games, pictures, videos, or documents.
- Users shall not make or post indecent remarks, proposals, or materials on any site whether internal or external.
- Users shall not use the Internet for any illegal purpose.
- Users shall not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties either within the school district or out of the school district. Copying of any text without documentation from any published or unpublished source is considered plagiarism and will be subject to disciplinary action.
- Users shall not visit Internet sites that contain illegal, obscene, or hateful content while using school systems. Users shall not send or receive material that is obscene, defamatory, or intended to annoy, harass or intimidate another person.

Status: Second Reading and Adoption by BOE – 11/7/16

- Users may not establish Internet or other external network connections that could allow non-school district users to gain access to school district systems and information. These connections include the establishment of multi-computer file systems (like Sun's NIS), Internet home pages, FTP servers, and the like.
- Likewise, unless approved by an administrator, users are prohibited from using new or existing Internet connections to establish new channels. These channels include electronic data interchange (EDI) arrangements, electronic malls with online shopping, online database services, etc.
- Users may not engage in instant messaging (such as Google Chat) unless directed by their teacher for educational purposes.

SECURITY POLICY
- All users are issued a unique ID and password to gain access to the system.
- An account assigned to an individual must not be used by any other person without written permission from the system administrator.
- Any attempt to increase the level of access to which a user is authorized, or any attempt to deprive another authorized user of resources or access to any computer shall be regarded as malicious and will be subject to disciplinary action.

Users are restricted to accessing the school network – exclusive of the e-mail system and other school provided web-based accounts - during certain operating hours. In addition any user should log off a computer when not in use even if he or she is returning to that computer.

VIOLATIONS
Individuals violating this policy shall be subject to the consequences as indicated in Regulation 6142.10 and other appropriate discipline, which may include but are not limited to:

- Notification of Parent(s) /Guardian
- Use of computer network/computers only under direct supervision
- Suspension computer and network privileges
- Revocation of computer and network privileges
- Suspension from school
- Expulsion from school
- Prosecution by legal authorities
- Parent or guardian responsibility for any costs, liability or damages caused by pupil use of the computer network/computers or the Internet.

Status: Second Reading and Adoption by BOE – 11/7/16

System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of non-retrievable mail, responsibility for account approval, and other items related to administrating the system.

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