

**ACCEPTABLE USE PROCEDURE
SOMERSWORTH SCHOOL DISTRICT COMPUTER SYSTEM**

Overview

The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value.

Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes some potential for abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users who are minors) must understand that neither the Somersworth School District nor any District staff member controls the content of the information available on these other systems. Some information may be controversial and, sometimes, may be offensive. The Somersworth School District does not condone the use of such materials.

During school activities, teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.

The use of the Somersworth School District Computer Network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges as well as other disciplinary or legal action. Students and staff members will be expected to demonstrate an understanding of this procedure by signing the acceptable use contract.

The purpose of this procedure is to outline the acceptable use of computer equipment on the Somersworth School District Computer Network. The rules are in place to protect both users and the School District itself. Inappropriate use exposes the District to risks including virus attacks, compromise of network systems and services, and legal issues.

This procedure applies to students, teachers, faculty and other staff members attending or working for the Somersworth School District. The procedure applies to all equipment that is owned or leased by the Somersworth School District.

PROCEDURE

This computer network has been established for a limited educational purpose to include classroom activities, career development, and limited self-discovery activities. It has not been established as a public access of public forum, and the Somersworth School District and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of New Hampshire. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee, and in the case of students, a parent or guardian.

Unacceptable Use

The following uses of the Somersworth School District Computer System are unacceptable:

- I. Illegal Activities
 - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's user name or accessing another person's files.
 - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use the Somersworth School District Computer System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- II. System Security
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
 - b. You will immediately notify the system administrator (or teacher, in the case of a student) if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
 - c. You will not attempt to circumvent security devices put in place to restrict access, such as web filters or firewalls (including but not limited to the use of proxy sites and remote access software).
- III. Inappropriate Language
 - a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
- IV. Respect for Privacy
 - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about yourself or another person.
- V. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities. There is no limit on the use of education and career development activities.
 - b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used.
- VI. Plagiarism and Copyright Information

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the idea or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Students may direct any questions regarding copyright law to a teacher.

VII. Inappropriate Access to Material

- a. You will not use the Somersworth School District Computer System to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of the policy.

E-mail

- a. E-mail use is intended for professional and educational use only. E-mail should not be used for personal communications.
- b. It is unacceptable to send “junk mail” or other advertising material to individuals who did not specifically request such material, this includes creating or forwarding “chain letters, scams or other “pyramid” type schemes.

Privacy

Users of the Somersworth School District Computer Network must be aware that information access, created, sent, received or stored on the network is not private. It is subject to review by network system administrators. System administrators may investigate complaints regarding files or e-mail that may contain inappropriate or illegal material without prior notification, and may lock or remove the offending media if it is deemed against this Acceptable Use Procedure.

Security

- I. Password Security
 - a. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts, and should regularly be changed as needed. You will be held responsible for any unauthorized access resulting from sharing your account information.
- II. Workstation Security
 - a. All PCs, laptops and workstations should be secured when you are not at the computer. This may mean either logging off, or locking the workstation manually (pressing the WINDOWS KEY and L simultaneously.) Computers will automatically lock after twenty minutes of inactivity.

Equipment

- I. **Unauthorized Personal Computer Equipment.** In the interest of security and resource management, only equipment owned by the Somersworth School District is allowed to be connected to the district network. Any non-district owned equipment must be approved by the Somersworth School District. Approved non-district owned equipment will have guest wireless access privileges only. Any equipment found violating this policy may be removed without warning. Support for non-district owned equipment is limited to connectivity to the wireless network only.

- II. **Unauthorized Modification of Computer Equipment.** District owned computer equipment must not be modified or moved without prior approval.
- III. **Removal of District-Owned Equipment.** Equipment owned by the School District must not be removed without prior approval.

Your Rights

- I. **Free Speech.** Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinion you express.
- II. **Search and Seizure.** You should expect no privacy of the contents of your personal files on the district system. Routing maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the content of your e-mail files.

- III. **Disciplinary Action.** Violation of the Acceptable Use Procedure will result in one or more of the following disciplinary actions:
 - Verbal warning
 - Written warning
 - Restriction of access privileges
 - Removal from a class activity
 - Removal from a course
 - Student detention, suspension or expulsion
 - Referral to the appropriate legal authorities for possible criminal prosecution.
- IV. **Due Process.** The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Somersworth School District Computer System. In the event of a claim that you have violated this procedure, the school disciplinary code, or the law in your use of the Somersworth School District Computer System, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on the use of the Internet account. The district makes no guarantee that the functions or the service provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

**Approved as part of SAU56 Technology Plan
August 25, 2009**

Revised: January 31, 2011

**ACCEPTABLE USE CONTRACT
SOMERSWORTH SCHOOL DISTRICT COMPUTER SYSTEM**

We, _____, the student and _____ the
 (print) (print)
 parent/guardian, understand, accept and agree by the following statements.

We understand and agree to abide by all rules that are listed in the Somersworth School District Computer System Acceptable Use Policy.

We understand and accept that all statements referring to the Somersworth School District Computer System is educational, and that any other use is inappropriate.

We understand and accept that the use of the Somersworth School District Computer System is a privilege and not a right. We understand and accept that inappropriate behaviors will lead to disciplinary action, which will include restriction of access privileges (possibly removal from a course), cancellation of account and/or legal action.

We understand that the Somersworth School District Computer System may not be used for recreational, personal, or commercial purposes.

We agree not to participate in the transferring or storing of illegal material, such as copyrighted material through use of the Somersworth School District Computer System. We understand and accept that the transfer or storing of such materials may result in legal action being taken.

We agree not to participate in the transfer or storing of material, which may be considered treasonous, subversive, obscene, sexually explicit, or pornographic through use of the Somersworth School District Computer System.

We agree not to allow any other individual to make use of any of the user's passwords to access account privileges on the Somersworth School District Computer System. We understand and accept that we will be held responsible for any and all activities carried out through use of an account registered in the user's name.

We understand and accept the Somersworth School District Computer System is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectations of privacy concerning any materials transferred over or stored within the Somersworth School District Computer System.

We release the Somersworth School District and all other organizations related to the Somersworth School District Computer System from any and all liability or damages that may result from the use of the Somersworth School District Computer System. In addition, we will accept full responsibility and liability for the results of the student's actions with regards to his/her use of the Somersworth School District Computer System, Superintendent of Schools and all officials, employees or agents and all related organizations from any liability relating to consequences resulting from the student's use of the Somersworth School District Computer System and we agree to indemnify same for any damages arising out of the student's use contrary to this agreement and the Acceptable Use Policy.

We understand and agree to the provisions set forth above. We understand and accept that certain materials accessible through the Internet may be objectionable to use. I, the parent/guardian of the above, accept all financial and legal liabilities which may result from my child's misuse of the Somersworth School District Computer System.

Signed: _____ Date: _____
 (Parent's/Guardian's Signature)

Signed: _____ Date: _____
 (Student's Signature)

SAU 56 TEACHER WEB PAGE GUIDELINES: BASIC WEB PAGE SUGGESTIONS:

Please follow the guidelines below

- **Contact Page**
- **About Me**
- **Daily or weekly schedule/assignments**
- **Link back to the Home page**
- **Helpful links**

General Expectations:

- Employee's web pages must be related to their job assignment.
- No personal student or staff homepages or links to those pages are allowed on District websites.
- All pages must be curriculum or school related.
- Any external links should open a new instance of a browser
- If external links contain advertising, the teacher page should include a disclaimer such as: *“Site may contain advertising not promoted by the Somersworth School District.”*
- Please respect copyright laws-please do not use images which are clearly marked: *“copyright protected”*
- No SCHOOL level information should be posted on teacher web pages.
- Teacher web pages should contain a link back to the school home page.
- Pages must be reviewed for spelling, grammar, copyright and content accuracy before publishing.

Publishing Student Work:

Parent permission is required for publication of all student photos and/or work.

- Photos of students may not include student names.
- Photos of K-8 students may be published on school websites, illustrating student projects and achievements
- Photos of high school students may be published on school websites, illustrating student projects and achievements
- Student work in grades K-8 may be published with first name and last initial.
- High school students may publish using full names.

Tips for Publishing:

- Do not publish pages before they are ready. Wait until a page has enough content to be of value to a visitor before adding it to your site.
- Carefully select for relevance to curriculum and appropriateness to school setting.
- Include brief description of the site or its intended use.
- Link to sites without advertising if possible; note advertising with the following statement: *“Site contains advertising which is not promoted by the District.”*
- Remove or replace broken links and update on a regular basis.
- Convert large text files to .pdf before posting
- Avoid large images that download slowly.

Types of Publications:

- Lesson Plans
- Description of use of the Internet in a particular class
- Student art work (drawing, painting, photography)
- Student writing (poetry, essays, short stories)
- Annotated list of links in a subject area
- Photos from field trips (with no students, only objects)

