

# Acceptable Use Policy

## Moultonborough School District

### Purpose of This Document

Revised 08/08

To establish a policy to ensure efficient, safe, ethical and legal use of network and Internet resources within the Moultonborough School District. These policies apply to users of electronic information resources located or accessed in the District. Moultonborough School District provides a network to facilitate communication and data 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 may result in disciplinary action, which may be suspension or revocation of privileges. A current copy of this agreement (**signed annually**), signed by all system users (and a parent, if the student is under 18 years of age) must be on file to use District computers.

### Internet Access and Safety Policy

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

The Moultonborough School District uses both Internet filtering and security software to protect its students. It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. To insure safety and promote reliable Internet use, students must adhere to the following guidelines when accessing Internet resources:

- Students are only permitted to use Internet for academic or class related research or learning.
- When using Internet resources students will give priority to:
  - Subscription resources that are purchased by the Moultonborough School District.
  - Teacher reviewed and evaluated sites and materials.
  - Information from educational, government, and information websites (.edu, .gov, .org).
- Students are required to report unacceptable Internet sites to a school faculty member.
- Students cannot access the following materials:
  - Web based e-mail accounts, **social networking sites (ie: facebook)**, instant messaging, chat rooms, online games or **proxy websites**.
  - Internet or LAN based file/music sharing.
  - Materials that are profane, obscene, unlawful, discriminatory, violent, or hateful.

### Network System User Guidelines

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

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

- a. Will not evade, change or exceed resources quotas or disk usage as set by the Technology Department.
- b. Will not eat or drink in the immediate vicinity of any computer or network asset.
- c. *Must register all personal computers with the Technology Department before using it in the district.*
- d. Will not set up file sharing or share applications in any way.
- e. Must notify the Technology Department about any security problem
- f. Will not demonstrate a computer or network problem to another user.
- g. Recognize that software used within our network must be licensed to the District (including games)
- h. Shall not install/upload software to district computers or store software on network servers
- i. Recognize that Network Logs vary depending on the server and are kept for 45 days.
- j. *Use secure passwords: not a common word or name, minimum of 6 characters, and use digits & capital letters.*
- k. **Disabling the internet filter can be done only for adults and only for bona fide research or other lawful purposes**
- l. **Refrain from cyberbullying, which is engaging in social cruelty by using technology to harass, or harm another.**

#### **Privacy**

- a. No guarantee of privacy is given to any function of the network including files or communication.
- b. Network data storage areas are to be treated as school property.
- c. Software is employed that enables remote control and monitoring of computers while in use.
- d. Parents have the right to review the contents of their student's files and communications.
- e. Information is maintained in accordance with applicable education records law, district policy and regulations.
- f. All users must respect the privacy of other network users and the confidentiality of passwords.
- g. **All use of technology will be performed through the user's account and users will not impersonate another user.**

#### **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.

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**Please read this contract carefully before signing.**

When signed by you, it becomes an agreement between you and the District. Your signature indicates that you agree to abide by the conditions and guidelines established herein

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- 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.
- b. Web pages are considered a public document 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 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.
- c. Individuals will be held financially responsible for damages *including*:
  - 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.*

### E-mail Accounts

Academy students will be given email accounts on First Class: our intranet news and email system. Faculty and staff will receive both First Class and Internet email accounts. Network users will abide by netiquette in their email usage.

## Violations of the Acceptable Use Policy

The Moultonborough School District places a high value on the appropriate and responsible use of its network and Internet resources. A violation of any of the rules outlined in this agreement 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 14<sup>th</sup> of September to the 14<sup>th</sup> 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. Any illegal Infractions will be reported to legal authorities. 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 in accordance with District policy and collective bargaining agreements. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

## For Parents of Younger Students:

This is a legal document and must be signed by parents and students. We understand that legal language is confusing for younger students. Please review the following points with your younger children:

All language on the computers must be polite.

No eating or drinking near computers.

Respect other people's work and privacy.

Treat computers with care to prevent damage.

Use computers only with the permission of an adult.

Do not install software on any computers.

Copyright and Plagiarism:

- It is against the law to copy another person's published work and is considered stealing.
- Do not copy any information and use it in your school projects unless you have permission from the author.
- When you use another person's ideas or pictures, give credit by including them in a "Works Cited" page.

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