

ACCEPTABLE USE POLICY (AUP)

Introduction

Regional School District No. 7 provides electronic information systems for improving teaching, learning, and managing. These systems shall be used by members of the school community in accordance with policy and procedures established by the District as well as state and federal law. It is every user's duty to use the school's computer resources responsibly, professionally, ethically, and lawfully. The following acceptable use policy (AUP) applies to supervised and independent use of all forms of technology. It does not attempt to articulate all access scenarios and use behaviors.

For the purpose of this AUP, the definition of information systems is any configuration of hardware and software, which provides users access to information stored electronically. The configuration can be a single unit or multiple units networked together. Networks include computer hardware, operating system software, application software, and stored text and data files, regardless of source and content.

Users shall be defined as any person who have authorization to utilize these information networks. Users include all students, district employees and members of the Board of Education. It may also include other persons outside of these groups who, have authorization to use district facilities, and in the course of using district facilities, require access to the systems. Authorized access to the information systems and networks shall be given only to those individuals who agree to act in a considerate and responsible manner and agree to comply with Board policies and procedures.

Ownership

The information systems and networks are the sole property of the Board and are provided solely for the purpose of carrying out the educational and operational needs of the Board. Use of the District's information systems and networks is not guaranteed to be private. As such, the user does not have an expectation of privacy in his/her use of such systems. Any use of the information systems and/or networks that is inconsistent with this purpose, including personal use, is prohibited. Use of computer resources is a privilege that may be revoked at any time. The Board reserves the right to monitor the use of such systems, including but not limited to e-mail, in order to insure compliance with its guidelines by e.g., bypassing passwords. Users consent to allowing the school system to access and review all materials users create, store, send, or receive on the computer system or through the Internet or any other computer network or information systems.

ACCEPTABLE USE POLICY (AUP) (continued...)**Filters**

As one means of insuring appropriate usage, the Board authorizes the Superintendent of Schools, or her designee, to install and use filtering software that is designed to block access to certain internet sites that are considered inappropriate or harmful to students. Filtering software shall be utilized on all information systems and networks to: 1) block pre-selected sites, 2) block by word, and/or 3) block entire categories like chat and newsgroups. The Board authorizes staff to monitor information systems and network without a filter on a case-by-case basis in situations when filtering software is not practicable or not otherwise in working order.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. The District is not responsible for material viewed or downloaded by users from the Internet.

Prohibited Activities

Any use of the District's information systems and/or networks for illegal or inappropriate purposes or for accessing material that is objectionable in any school environment is prohibited. Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, vulgar, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in school system's computers. Users encountering or receiving such material should immediately report the incident to the administration.

Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communicating on-line.

Without prior written authorization from the administration, users may not do any of the following:

- ❖ Copy software for use on their home computers;
- ❖ Provide copies of software to any independent contractors or clients of the school system or to a third person;

ACCEPTABLE USE POLICY (AUP) (Continued...)

- ❖ Install or remove software on any of the school system's work stations or servers;
- ❖ Download any software from the Internet or other on-line service to any of the school system's work stations or servers;
- ❖ Modify, revise, transform, recast, or adapt any software; or
- ❖ Reverse engineer, disassemble or decompile any software.

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration.

Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited. Unauthorized dissemination of this information may result in civil liability. Without the express permission of the administration, users may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Enforcement

The Superintendent of Schools or his/her designee will be responsible for implementing this policy, establishing procedures and guidelines, and supervising access privileges. Such guidelines shall be used to enforce the measures to block or filter internet access and to preserve the students' and staff's rights to examine and use information to meet the educational goals and objectives of Regional School District No. 7. Violations of this policy may result in revocation of access to and privileges relating to use of the information systems and networks. Encouraging, allowing, or ignoring student use of the computer resources in a manner contrary to this policy is strictly prohibited. Violations of this policy by students may result in disciplinary action, up to and including suspension and/or expulsion. In the case of any breach of this policy by an employee, such disciplinary action may include discharge.

Legal Reference: Children's Internet Protection Act, P.L. 106-554\
20 U.S.C. 6801 et seq.
47 U.S.C. 254(h) and {1}
7201LCS 135/0.01

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks (continued...)

3. **Terms and Conditions:** (continued)
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying a defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks (continued...)

Terms and Conditions (continued...)

4. Network Etiquette (continued...)
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks (continued...)

Terms and Conditions (continued...)

9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks (continued...)

Terms and Conditions (continued...)

11. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Administrative Regulations to Policy #6141
Acceptable Use Policy (AUP)

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks (continued...)

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures.
2. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
3. The system administrator shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554
20 U.S.C. 6801 et seq.
47 U.S.C. 254(h) and {1)
7201LCS 135/0.01

Parent Permission Letter

Internet and Electronic Mail Permission Form Northwestern Regional School

We are pleased to offer students of Northwestern Regional School access to the district computer network for school work, electronic mail, and the Internet. To gain access to the school network, e-mail, and the Internet, all students must obtain parental permission and must sign and return this form to the LIBRARY MEDIA SPECIALIST.

Access to school software will allow the students to use Microsoft Office Standard Edition and department specific applications. They will also be allowed limited space for storage of their school related files on the school file server. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Northwestern Regional School supports and respects each family's right to decide whether or not to apply for access.

District Network, Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to use school software, conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege -not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Beyond the clarification of such standards and installation of filtering software, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored subject to the filtering software. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. The following are not permitted:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others
- ❖ Damaging computers, computer software, infrastructure, or computer networks and their components
- ❖ Changing computer or software settings
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Allowing the use of your password by another
- ❖ Trespassing in another's folders, work or files
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

NAME: _____
(PRINT LAST NAME) (PRINT FIRST NAME)

YEAR OF GRADUATION: _____

PLEASE PRINT ALL INFORMATION.

Please complete in ink, sign, and return this entire page.

Birth Date: _____

Street Address: _____

Home Telephone: _____

Town: _____

Type of access requested. **Please only check one.**

Northwestern's computer network ONLY. (NO INTERNET ACCESS)

Both-Northwestern's computer network (school software and file storage) and Internet

As a user of the Northwestern Regional School computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature: _____

Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature: _____

Date: _____

NORTHWESTERN REGIONAL HIGH/MIDDLE SCHOOL
100 Battistoni Drive, Winsted, CT 06098

Community Member

Internet and Electronic Mail Form

Northwestern Regional School

We are pleased to offer community members of Northwestern Regional School access to the district computer network for Internet access. To gain access to the Internet, all community members must sign and return this form to the LIBRARY MEDIA SPECIALIST.

Access to school software will allow the community member to use Microsoft Office Standard Edition and other research oriented software. Access to the Internet will enable community members to explore thousands of libraries and databases.

District Network, Internet and E-Mail Rules

Users are responsible for good behavior on school computer networks. Communications on the network are often public in nature. Commonly accepted rules for behavior and communications apply.

The network is provided to the community member to use school software and conduct research. Access to network services is given to users who agree to act in a considerate and responsible manner. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Beyond the clarification of such standards and installation of filtering software, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored subject to the above and filtering software.

The following are not permitted:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others
- ❖ Damaging computers, computer software, infrastructure, or computer networks and their components
- ❖ Changing computer or software settings
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Allowing the use of your password by another
- ❖ Trespassing in another's folders, work or files
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purposes

Violations may result in a loss of access or legal action.

Community Member Letter

Page Two

Please complete in ink, sign, and return this entire page.

Date: _____

Name of Community Member: _____

Birth Date: _____

Street Address: _____ Home Telephone: _____

Town: _____

Type of access requested. Please only check one.

- Northwestern's computer network (school software and file storage)
- Internet
- Both-Northwestern's computer network (school software and file storage) and Internet

As a user of the Northwestern Regional School computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Community Member

Signature: _____ Date: _____

Staff Letter

Internet and Electronic Mail Form

Northwestern Regional School

We are pleased to offer staff members of Northwestern Regional School access to the district computer network for school work, electronic mail, and the Internet. To gain access to the network, e-mail, and the Internet, all staff members must sign and return this form to the TECHNOLOGY COORDINATOR.

Access to school software will allow the staff to use Microsoft Office Standard Edition grading program and other instructional software. Spaces will be provided for storage of their school related files on the school file server. Access to the Internet will enable staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

District Network, Internet and E-Mail Rules

The network is provided for staff to use school software, conduct research and communicate with others.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Please complete in ink, sign, and return this entire page.

Date: _____

Staff Member Name: _____

Birth Date: _____

Street Address: _____ Home Telephone: _____

Town: _____

Type of access requested. Please only check one.

- Northwestern's computer network (school software and file storage)
- Internet
- Both-Northwestern's computer network (school software and file storage) and Internet

As a user of the Northwestern Regional School network, I hereby attest that I have read the acceptable use policy and will comply to stated provisions.

Staff Signature: _____ Date: _____