

## NETWORK AND INTERNET ACCESS FOR STAFF

The New Hanover County School System's wide area network (WAN) connects thousands of users to electronic information, communication tools, and the World Wide Web. This WAN utilizes a complex association of both hardware and software throughout the New Hanover County School System. The integrity and stability of this network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines established in this Policy.

Technology plays a vital role in assuring equitable access to a variety of resources. The New Hanover County School System provides access to network resources to help conduct the instructional, administrative, and operational business of the school district.

A part of network resources is the Internet. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMS, and other information media that may be used to meet educational needs. Students and educators may also use the Internet to participate in distance learning activities, ask questions and consult with experts, and communicate with other students, educators and individuals.

The Internet also provides access to material that is of no educational value. However, the value of the information found and interaction available outweighs the possibility of locating inappropriate material.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of all users who adhere to strict guidelines. The guidelines, which call for efficient, ethical and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to assume. In addition, guidelines from other service providers must also be followed. **Violations of any of these guidelines may result in access being suspended and/or future access being denied.**

Electronic mail (e-mail) is provided to conduct the business of the school district. Occasional and reasonable personal use is permitted, providing that this does not interfere with the performance of an individual's job assignment or the performance of the electronic mail system.

New Hanover County School System utilizes the following security services as required by state and/or federal agencies: identification, authentication, authoring and access control, accountability, administration, and auditing.

### **Online Responsibilities**

**Acceptable Use** - The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the New Hanover County School System. Transmission of any material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of New Hanover County Board of Education policies.

**Privileges** - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the New Hanover County School System. School staff or system administrators may deny access at any time that

it is deemed necessary. Serious and/or repetitive infractions will be reported to school and district administrators and handled appropriately.

**Network Etiquette** - While each user has the right to free speech, all are expected to abide by the New Hanover County Board of Education acceptable Code of Ethics and Standards of Conduct ([Policy 6082](#)). The following are specifically not permitted:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- Harassing, insulting, or attacking others.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- Using another's identification, username or password.
- Sharing user names and passwords.
- Entering personal financial information into a NHCS device for any purpose.
- Illegally using, destroying, or manipulating data in folders or work files.
- Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school district operation, and storing files on file servers without proper authorization.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Revealing or disseminating personal or family identification information (i.e., name, address, phone number and/or pictures) in accordance with Family Educational Rights and Privacy Act ([FERPA](#)).
- Arranging or agreeing to meet with someone you have met on-line.
- Attempting to gain unauthorized access to the New Hanover County Schools network.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.

- Posting information that could be disruptive, cause damage, or endanger students or staff.
- Posting false or defamatory information about a person or organization.
- Downloading files except for appropriate instructional purposes.
- Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

**Security** - Security on a computer system is critical, especially when the system involves many users. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a system administrator; the problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on to the network as a computer system administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network. Unauthorized access, including hacking, is prohibited.

#### **Access to Inappropriate Material**

New Hanover County School System utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors.

#### **Inappropriate Network Usage**

Steps shall be taken to promote the safety and security of users of the New Hanover County School System's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Activities must be related to the educational program and determined not to be harmful to minors.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the New Hanover County School System's staff to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response, as well as, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this Policy, the [Children's Internet Protection Act](#), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

#### **Warranty**

The New Hanover County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Hanover County School System will not be responsible for any damage suffered. These include, but are not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The New Hanover County School System specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

**Sanctions**

Violations of any of the above guidelines may result in access being suspended and/or future access being denied.

Staff shall have no expectation of privacy while using NHCS devices or networks.

Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing Board policies as stated in the New Hanover County Board of Education Policy Manual. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

LEGAL REFS: FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99;  
Children's Internet Protection Act

CROSS REFS: Policy 6082 Code of Ethics and Standards of Conduct

Approved: 07/07/98

Revised: 12/04/01, 11/09/11, 01/03/12, 07/02/13

**Staff Agreement**

**PLEASE READ THE ABOVE DOCUMENT CAREFULLY BEFORE SIGNING**

The signature below is legally binding and indicates that the party who has signed has read the Acceptable Use Policy and understands the significance of the terms and conditions.

**Acceptable Use Policy  
Of  
New Hanover County Schools**

**STAFF:**

I understand and will abide by the Acceptable Use Policy of the New Hanover County School System. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action may result.

In addition, I agree to model, promote, and teach the online responsibilities entailed above.

Staff Member's Name:

\_\_\_\_\_ (Please Print)

Date:

School:

Staff Member's Signature: