

# **Diman Regional Vocational Technical High School**

## **Internet, Computer and Technology Acceptable Use Policy**

### **1. Introduction**

This document formalizes the Internet, Computer and Technology policy for users at Diman Regional Vocational Technical High School. All users, including students, teachers, administrators, and educational organizations are covered by this policy and are expected to be familiar with its provisions.

### **2. User Responsibilities**

It is the responsibility of any person using Diman resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Diman resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the Assistant Superintendent-Director/Principal. Use of Diman resources shall constitute acceptance of the terms of these guidelines.

#### **A. Diman Administrator Responsibilities**

It is the responsibility of the person who has been designated as a Diman administrator to ensure that only educators and students in his/her district or organization are registered users of Diman. The administrator is responsible for making certain that the educators and students in the district or organization understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If a Diman administrator has reason to believe that a user (educator or student) is misusing the system, the administrator has the right to request that Diman allow him/her to access to the user's account in order to review the use of Diman tools by the user. It is also the responsibility of the administrator to report any misuse of the system to Diman.

#### **B. Diman Educator Responsibilities**

It is the responsibility of educators who are using Diman resources with students to teach students about safe and responsible use of the Internet. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Diman allow him/her to access the student's account in order to review the use of any Diman resources used by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her Diman administrator.

### **C. Diman Student Responsibilities**

It is the responsibility of students who are using Diman resources to learn about safe and responsible use of the Internet. They are responsible to use these resources appropriately. They must abide by the Acceptable Uses policy as stated in this document. If a student is misusing the system, educators shall report the mis-use, at which time Diman has the right to discontinue his/her use of the system.

### **3. Acceptable and Unacceptable Uses**

The resources available to Diman users are to be used for educational purposes. Users should not use Diman to store any files that are not educational.

It is unacceptable for users to use these resources for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purpose
- sending threatening or harassing messages
- gaining unauthorized access to computer or telecommunications networks
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including the Diman system
- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to the Diman system
- logging in through another person's account or attempting to access another user's password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing Diman or district policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

#### **4. No Expectation of Privacy**

Diman resources are the property of the Greater Fall River Vocational School district and are to be used in conformance with these guidelines. Diman retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. Diman also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of Diman tools by a student who they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of Diman technology resources constitutes consent for the Diman staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

#### **5. Passwords**

Each user shall be required to use and maintain a password that was created according to Diman guidelines. This password is to be used to access the Diman computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. Diman users are responsible for all activity under their accounts.

#### **6. Violations**

Failure to observe these guidelines shall subject users to termination of their Diman accounts. Any inappropriate activities by the users will be grounds for disciplinary action up to and including termination of employment. Diman will also advise law enforcement agencies of illegal activities conducted through any Diman resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Diman resources.

#### **7. Disclaimers**

Diman makes no warranties of any kind, either expressed or implied, for Diman's services and resources. Diman is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on Diman resources, or damage to personal property used to access Diman resources; for the accuracy, nature, or quality of information stored on Diman resources or gathered through Diman or the Internet; for unauthorized financial obligations incurred through Diman-provided access. Further, even though Diman may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy.