

COMPUTER SYSTEM ACCEPTABLE USE

It is the policy of Regional School District No. 7 to promote technology that supports 21st Century Learning. Regional School District No. 7 recognizes that inherent in the use of the network and its associated infrastructure, electronic communications, and Internet, hereafter referred to as computer systems, with new technology is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or the Computer System Acceptable Use Regulations, 6150, or any other use not included in the agreement but has the effect of harming another or his or her property.

It is the policy of Regional School District No. 7 to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications.

The superintendent or his designee is responsible for the development of administrative regulations that govern the use of the computer systems. Such regulations shall be signed by each student and are based on the belief that:

- All electronic communication, data, and network equipment are the property of Regional School District No. 7 and are intended for school purposes only.
- All communications conducted on the computer systems are considered public documents and should in no way be considered private. Regional School District No. 7 reserves the right to inspect any storage on any computer, network, or to inspect any email or other form of electronic communication at any time.
- Users will be expected to adhere to all copyright and licensing laws with respect to downloading, installing, or copying software, text, images, video, or recordings at all times.
- Users will refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
- Users will be informed of policies concerning the computer systems.
- Users will follow the employee and student Code of Conduct when using the computer systems.

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- Disciplinary action, should it be necessary relative to this policy, will be applied in accordance with applicable laws, other applicable board policies and existing collective bargaining agreements.

(c.f. Policy 4118.23 Employee Conduct)

(c.f. Policy 5131 Student Conduct)

Legal References: Public Law No. 106-554
 47 USC 254h
 Public Law No. 108-446, 118 Stat. 2647
 20 U.S.C. §1232g; 34 CFR Part 99
 Freedom of Information Act
 Connecticut General Statutes Section 31-48-d

Regional School District No. 7

Administrative Regulations to Policy 6150
Computer System Acceptable Use**Personnel**

- A. The following sets forth the procedures to implement Board Policy 6150 concerning the acceptable use of the computer systems in Regional School District No. 7. Misuse of the network, Internet, or any software or hardware connected to our network, hereafter referred to as computer systems, is strictly prohibited. Members of the Regional School District No. 7 staff who misuse the network or its technology are subject to disciplinary action. Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws, other applicable board policies and existing collective bargaining agreements.
- B. Regional School District No. 7 designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. Regional School District No. 7 offers its students and staff access to the World Wide Web and other electronic networks. Access to these resources represents a privilege not a right and carries with it responsibilities for each user. Each user must comply with the Employee Code of Conduct by using technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property.
- C. The computer network and Internet are intended primarily for educational use. Personal use of district technology resources that interferes with a user's professional responsibilities is prohibited. If a user has any doubt about whether a proposed activity is educational, contact a building administrator or the Director of Technology.

The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. This provision applies to any and all uses of the district's computer systems. Regional School District No. 7 reserves the right to monitor, inspect, copy, review, and store any content and any usage of the network, Internet, or computer equipment at any time without notice. All collected information and all files shall remain the property of Regional School District No. 7 and no users shall have any expectations of privacy regarding such materials. Email, like all written communication, can be subpoenaed under the Freedom of Information Act and can be subject to disclosure under the Freedom of Information Act. The Board has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of individual employees of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete functions and personal passwords can be bypassed for monitoring purposes.

Administrative Regulations to Policy 6150
Computer System Acceptable Use (continued)

Personnel (continued)

- D. Regional School District No. 7 makes network and Internet access available for the purposes of educational communication, research, organization, and administrative users. Regional School District No. 7 will take reasonable measures to: assure the safety of users of the network and Internet prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and assure the safety of students communicating with electronic resources such as wikis, email, and blogs.

Regional School District No. 7 staff and guest users agree to use the district's computers for appropriate purposes, which includes, but is not limited to, complying with the following guidelines:

1. Refrain from using the computer systems in a manner that interferes with your job responsibilities.
2. Refrain from sending any form of communication that harasses, threatens, solicit others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, intimidates, any person at any time (such communications may also be a crime).
3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission;
5. Take reasonable measures to monitor appropriate student use of the computer system.
6. Do not attempt to "hack," breach, or disable any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
7. Refrain from attaching any device or downloading any software that has not been approved by the technology department.
8. Refrain from sharing network, proxy, or any other passwords.
9. Refrain from transmitting or receiving inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
10. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
11. Follow and respect all laws regarding plagiarism when gathering information or posting electronically.
12. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted materials over the system.

Administrative Regulations to Policy 6150
Computer System Acceptable Use (continued)

Personnel (continued)

13. Refrain from gaining or seeking to gain unauthorized access to computer systems.
14. Refrain from sending messages for any purpose prohibited by law.
15. Refrain from using computer systems for any purposes, in any manner other than those permitted under these regulations.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board of Education policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

- E. Anyone who is aware of problems with, or misuse of the Regional School District No. 7 computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her building administrator or to the Director of Technology.
- F. Most importantly the board urges any employee who receives or views any harassing, threatening, intimidating, or other improper message through the Regional School District No. 7 computer systems to report this immediately. It is the board's policy that no employee should have to tolerate such treatment regardless of the identity of the sender of the message.

Students

- A. The following sets forth the procedures to implement Board Policy 6150 concerning the acceptable use of the computer systems in Regional School District No. 7. Misuse of the network, Internet, or any software or hardware connected to our network, hereafter referred to as computer systems, is strictly prohibited. Students who misuse technology on the Regional School District No. 7 network are subject to disciplinary action which may include the loss of network and Internet privileges, suspension, expulsion, or criminal proceedings.
- B. Regional School District No. 7 designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. Regional School District No. 7 offers its students and staff access to the World Wide Web and other electronic networks. Access to these resources represents a privilege not a right and carries with it responsibilities for each user. Each user must comply with the Employee Code of Conduct by using technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property. Use of the District's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

Administrative Regulations to Policy 6150
Computer System Acceptable Use (continued)

Students (continued)

- C. We believe that the use of the Internet and local electronic networks represent critical learning tools for students in the 21st century. *Therefore, it is assumed that parents grant their child access to the network and the Internet unless a written parental denial form is signed and returned to the child's school. Parents who do not wish to grant their child access to the network and the Internet have the option of signing the Non-Participation Form.* This form will be sent to all parents prior to their student entering 7th grade and 9th grade parents of all other students will receive it at registration of their student.
- D. Access to the computer systems is intended for educational uses only. Personal use of district technology resources is prohibited. If a user has any doubt about whether a proposed activity is educational, contact a building administrator or the Director of Technology.
- E. The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. Regional School District No. 7 reserves the right to monitor, inspect, copy, review, and store any content and any usage of the network, Internet, or computer equipment at any time without notice. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to, oversight of the Internet site access; the right to review emails sent and received; the right to track student's access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. All collected information and all files shall remain the property of Regional School District No. 7 and no users shall have any expectations of privacy regarding such materials.
- F. Regional School District No. 7 makes its computer systems available for the purposes of educational communication, research, organization, and administrative uses. Regional School District No. 7 will take reasonable measures to: assure access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and assure the safety of students communicating with electronic resources such as wikis, email, and blogs.
- G. Students will be required to adhere to a set of policies and procedures, as set forth below. Each student will sign a written agreement of this regulation. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Boards' student discipline policy.

Administrative Regulations to Policy 6150
Computer System Acceptable Use (continued)

Students (continued)

Regional School District No. 7 students agree to use the district's computers for appropriate purposes, which includes, but is not limited to, the following guidelines:

1. Use the network for legitimate educational purposes only.
2. Refrain from sending any form of communication that harasses, threatens, solicit others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, intimidates, any person at any time (such communications violate Board Policy 5131.2, and may also be a crime).
3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission;
5. Do not attempt to "hack," breach, or disable any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
6. Refrain from attaching any device or downloading any software that intentionally or unintentionally disrupts network flow.
7. Refrain from sharing network, proxy, or any other passwords.
8. Refrain from transmitting or receiving inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
9. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
10. Follow and respect all laws regarding plagiarism when gathering information or posting electronically.
11. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted materials over the system.
12. Refrain from gaining or seeking to gain unauthorized access to computer systems.
13. Refrain from damaging computers, computer files, computer systems, or computer networks.
14. Refrain from using another person's password under any circumstances.
15. Refrain from trespassing in or tampering with any other person's folders, work, or files.

Additionally, if a particular behavior or activity is generally prohibited by law, the Board policy, or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Administrative Regulations to Policy 6150
Computer System Acceptable Use (continued)

Students (continued)

- H. Misuse of network or Internet resources or violation of any of these regulations may result in the loss of network access or other disciplinary action including, suspension, expulsion, or criminal proceedings. The superintendent or his designee reserves the right to determine the appropriate discipline for any particular set of circumstances. In the event of suspension, or expulsion the superintendent and/or school board will follow established disciplinary procedures.
- I. Anyone who is aware of problems with, or misuse of the Regional School District No. 7 computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her principal or to the Director of Technology.
- J. Most importantly the Board urges any student who receives or views any harassing, threatening, intimidating, or other improper message through the Regional School District No. 7 computer systems to report this immediately. It is the board's policy that no student should have to tolerate such treatment regardless of the identity of the sender of the message.

A copy of this policy and regulation will be distributed to staff, students, and parents. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy and regulation will be posted in each building, and contained in the student handbook. Parents and students shall sign a written acknowledgment of this policy.

(c.f. Policy 4118.23 Employee Conduct)

(c.f. Policy 5131 Student Conduct)

(c.f. Policy 5131.2 Bullying Behavior in the Schools)

Legal Reference: Public Law 106-554
 47 USC 254h
 Public Law No. 108-446, 118 Stat. 2647
 20 U.S.C. §1232g; 34 CFR Part 99
 Freedom of Information Act
 Connecticut General Statutes Section 31-48-d

6150
Appendix

Regional School District No. 7

NOTICE OF NON-PARTICIPATION

If you DO NOT want your son or daughter to have network access, including access to the Internet, or if you wish to prevent his or her image from being posted on the school or district website, please return this form to:

Media Director
Northwestern Regional High/Middle School
100 Battistoni Drive
Winsted, Connecticut 06098

School _____

Name of Student _____

Address _____

Phone _____

☐ As the parent or legal guardian of _____,
I do not grant permission to use the Regional School District No. 7
Network or its network resources, including the Internet.

☐ As the parent or legal guardian of _____,
I do not grant permission for my child's image to appear on the school or
District website, wiki, blog, or any other form of open electronic
communication.

NORTHWESTERN REGIONAL SCHOOL DISTRICT 7

ADDITIONAL PERMISSIONS

*** Media Release****Honor Roll**

Each quarter, the school system and the media regularly releases the names of students that made the honor roll at Northwestern Regional School District #7. If you don't want your child's name listed in a publication or other media, you must opt out.

☐ Yes, my child's name MAY BE USED in media stories for honor roll purposes

☐ No, my child's name MAY NOT BE USED in media stories for honor roll purposes

Events and Activities

The school system and the media regularly photograph and tape events, activities and success stories at Northwestern Regional School District #7. If you don't want your child's image used in a publication or other media, you must opt out.

☐ Yes, my child's name and/or photo MAY BE USED in media stories

☐ No, my child's name and/or photo MAY NOT BE USED in media stories

Release of Information

In accordance with Section 8528 of the act titled Elementary and Secondary Education Act of 1965 (ESEA), this school is required to provide names, addresses, and phone numbers of high school students to institutions of higher education as well as military recruiters. A high school student aged 18+ or the parent of a student under 18 may request the information not be released without prior written parental consent.

*** Military Release**

I give permission to the school to release the name, address and phone numbers of the student to military recruiters.

Yes ☐ No ☐

*** High Education Release**

I give permission to the school to release the name, address and phone numbers of the student to higher education.

Yes ☐ No ☐

Parent/Guardian: _____ Date: _____
Signature