

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IJNDB

APPROVAL: July 28, 2010

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STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY

Introduction

This policy serves as a statement on the appropriate and acceptable use of the Litchfield School District Technology Network, including the District's connection to the Internet, by the students of the Litchfield School District, as well as any other person not covered by the Staff Technology Acceptable Use Policy.

Purpose

The purpose of this policy is to insure the efficient, safe, ethical, and legal use of the Litchfield School District Technology Network. This policy applies to all student users of the District's Technology Network as well as users who obtain their access privileges through association with the District.

Definition/Scope/Peripheral Devices

The Litchfield School District Technology Network (sometimes "Technology Network" or "District Network") consists of all computers, printers, personal digital assistants, telephones, cell phones, pagers, photocopiers and other peripheral devices that are owned or leased by the District and any configuration of computer hardware and software that connects users. The term includes all internal (intranet) and external (internet) connections as well as all of the computer hardware operating systems software, application software, stored text, and data, voice, and image files. The term also includes electronic mail, local databases, externally accessed databases, CD ROM, DVD, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District, is not allowed to access the District's Technology Network without prior authorization from the District's Director of Technology or Business Administrator.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District but which has been permitted to access the District's Technology Network, or which accesses the Technology Network without permission shall be governed by this policy and shall be considered part of the District's Technology Network.

Consequences for Violation of the Policy

Access to the Technology Network and the Internet at the Litchfield schools is a privilege, not a right. Users who abide by this policy will be allowed to access the resources of the Internet and of any other technological resource made available to them. Users who do not abide with the policies set forth herein may be denied access to the Network. Also, failure to abide by this policy could also lead to detention, suspension and/or expulsion and a report to the police

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concerning any violation of the law. Acceptable use practices, policies, and guidelines apply to anyone who accesses the District's Technology Network.

This policy is an evolving document. Students, parents, and non-staff members sign their acknowledgement of the existence of this policy. Signing this agreement and abiding by its standards will result in access to the Litchfield School District's Technology Network including the Internet. Changes to this policy will only occur as necessary with notification provided to all users and parents.

Educational Purposes

The purpose of the Litchfield School District Technology Network is to serve as a resource for improving, extending, and enriching the teaching and learning in the Litchfield School District. The Technology Network may be used only for purposes consistent with the educational objectives of the Litchfield School District and support for an assigned classroom project. The Technology Network may not be used for recreational, personal, or commercial purposes. Only authorized students and others may use the District Technology Network. The Technology Network shall not constitute a public forum. All communications and information accessible via any District Technology Network may be accessed by the District and treated as District property.

Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational standards. Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the school district's or school building's policies or procedures.

Unacceptable Uses

Examples of Unacceptable Uses of the District's Technology Network may include but are not limited to:

- Involvement in any activity that is prohibited by this policy or by applicable law
- Using the District's network/Internet connection for any illegal or restricted activity
- Interfering with the work of a faculty member or school operations
- Engaging in non-academic endeavors
- Plagiarizing or cheating
- Accessing, storing or sending an inappropriate or indecent website or material
- Violating any rules of behavior in the student handbook
- Using for personal, financial, political or commercial purpose(s).
- Participating in a public forum(s), "blogging", "chat rooms", "social networking" or "instant messaging" [unless the teacher's instructions require access]
- Sending, receiving or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, threatening or attacking others
- Cyber-bullying

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- Participating in any scheme to defraud or unlawfully obtain money or property from others
- Violating copyright law, trademarks or license agreements
- Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-district related web sites
- Inappropriate mass mailings
- Damaging or altering either District or third party computers, computer systems, computer networks, peripheral devices, software or data
- Gaining access to or attempting to modify employees', teachers' students' or third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Wasting limited resources, including bandwidth, server space, or printers
- Intentionally or unintentionally impeding the computing or work activities of others
- Installing or downloading unauthorized software programs onto the District's computers or network, and/or using such programs on the District's computers or network
- Spreading, creating or using invasive software, such as computer viruses, worms, malware, or other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing the network
- Accessing, using, or distributing another user's login or password
- Damaging or tampering with any technology resource equipment or network services
- Allowing third-party access to technology resources or network services without prior authorization from the Director of Technology or Business Administrator
- Posting items on the Internet or on the District's website without proper administrative authorization and parental permission, if the posting relates to students
- Encrypting communications or files to avoid security review
- Unauthorized use, installation, downloading and or copying of software or files
- Sharing personal passwords or personal information, or mishandling passwords, access codes or other data in violation of the District's Confidentiality Policy

Students should immediately notify their teacher or building principal of any violations of this policy.

The District reserves the right to make individual written exceptions to the above restrictions upon requests to the Director of Technology or Business Administrator and to add further unacceptable uses as it deems appropriate to this policy.

Personal Security

In addition to following the Educational Purposes and Acceptable Use guidelines listed above, the following rules are in effect to protect our students:

1. Do not give out any personal information.
2. Never arrange to get together with someone "met" online.
3. Do not respond to any illicit or suspicious activities, and immediately report them to a school district administrator.

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Safeguards

Teachers will supervise students' use of Internet access where possible. However, students are solely responsible for the content they access- accidentally or intentionally. Students must notify a teacher if they accidentally find anything on the Internet that, in the student's best judgment, could be seen as in conflict with the spirit of this policy.

The Litchfield School District is operating a content filtering application, which allows access to educational programs for appropriate ages, while blocking inappropriate content.

Internet content filtering takes place in the following fashion:

High School and Middle School: Access to any site deemed inappropriate for school use will be blocked from student use. Failure to abide by the policies set forth herein will result in students having limited access to the Internet.

Elementary School: Students will be given access to websites once those sites are deemed appropriate by faculty and/or administrators. By default, all websites are blocked until they are determined to be appropriate for student use.

Parental Notification

The School District's Technology Network is a valuable resource and a research tool that can provide timely information to users along with the ability to instantly download information for academic purposes from the Internet. Although the Internet provides many resources and opportunities for learning, it also contains information that may be illegal, defamatory, inaccurate or offensive. It is the District's intent to make the Internet accessible to students through the Technology Network solely for educational purposes. The District's staff will strive to monitor and provide student safeguards. In spite of the District's best efforts to safeguard our students using filtering technologies, the District cannot guarantee the appropriateness or accuracy of the information that students may access on the Internet.

Copyright and Other Proprietary Materials

All users shall respect the copyright and proprietary interests of materials accessed through the District's Technology Network. Users may not copy any software or printed materials, without permission from the copyright holder, whether for personal use or other use because certain unauthorized duplication, even for educational purposes, may violate copyright law. Any student who is uncertain as to the copyright status of any material must consult with one of the District's Library Media Specialists prior to the use of or copying of the material.

Investigation

All investigations that relate to student use of the Technology Network, conduct, and/or sexual harassment, and/or bullying, shall also be investigated as required under those policies.

Disciplinary actions may include those outlined under the above policies if those investigations find that violations of the policy or policies in question occurred.

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Should none of the above policies apply, investigations shall be performed as detailed below. Investigating administrators shall be the building principal or, if designated, the assistant principal, in his or her respective building. The Director of Human Resources shall serve as a back-up for the building principals unable to conduct an investigation in their building. All administrators may use both district and external technical expertise if deemed necessary with the approval of the Business Administrator for the purpose of completing an investigation of a student.

In the event that a student violates the District's Network and Internet Acceptable Use Policy, the student will be subject to discipline as set forth in the student disciplinary code.

Any District administrator may terminate the account privileges of a student for any reason.

Responsibilities

1. All users assume full liability – legal, financial, civil and otherwise – for their actions when using the Litchfield School District Technology Network. All users of the network will be held fully responsible for the use of their accounts. Any student who suspects that his/her password has been compromised must request that a new password be issued. Any inappropriate activities performed through a student's account will be considered to be the actions of the account holder. Users should report any inappropriate activity observed to the building principal or a responsible administrator immediately. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Litchfield School District's Student Network and Internet Acceptable Use policy.
2. The Director of Technology will serve as the coordinator to oversee the school District Technology Network.
3. The building Principals will serve as the building-level coordinators for the system, will approve building-level activities, ensure teachers receive proper training in the use of the system and in the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed student user agreements, and be responsible for interpreting the Network and Internet Acceptable Use Policy at the building level.

District's Rights

The Technology Network is maintained and managed by the system administrator(s) in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with the Litchfield School District Technology Network, even if protected by password.

The Litchfield School District reserves the right to:

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1. Monitor all activity and use of the District's Technology Network;
2. Make determinations on whether specific uses of the Technology Network are consistent with this acceptable use policy;
3. Log Technology Network use and monitor storage disk space utilization by users;
4. Determine what is appropriate use;
5. Remove user access to the Technology Network at any time it is determined that the user engaged in unauthorized activity or violated this policy;
6. Cooperate fully with any investigation and law enforcement concerning or relating to the District's Technology Network activity.

District's Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District Technology Network will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the District harmless from any losses sustained as the result of use of the system by the user including but not limited to losses due to the cost of repair to equipment as a result of intentional misconduct or abuse.

Students who bring their personal electronic devices (e.g. laptops, netbooks, PDAs, cell phones, etc.) to school do so at their own risk. The District will not be responsible for any theft, loss, damage or misuse.

Retention of Records

All electronic information shall be retained in accordance with the District's Records Retention Policy.

Internet access logs will not be retained after ninety (90) days.

Student and Parent Acknowledgement

Every student and his/her parent must sign a Student and Parent Acknowledgement for the Student Network and Internet Use Policy as a condition to receive a network access account and password. The acknowledgement form will be signed at the beginning of the student's first year in each school building. Once signed the acknowledgment will remain in effect until such time as the student moves to a different school building or a policy revision requires that a new acknowledgement form needs to be signed. Each school will include a reminder of the Student Network and Internet Use Policy in their materials distributed to students and parents at the beginning of each year.

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The school office is responsible for obtaining signed forms from each student. The signed acknowledgement form will be kept as part of the student's file. A copy of the signed acknowledgement form will be sent to the IT Department to authorize the issuance of a network account and password.

Statutory References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

References

EHB/EHB-R – Records Retention Policy & procedure

GBAA/JBAA – Sexual Harassment Policy

GBCB – Staff Conduct

GBCC – Anti-Fraternization

GBEBB – Employee/Student Relations

JICDD – Cyber-bullying

JICK – Pupil Safety & Violence Prevention (Bullying)

JM – Staff-Student Relations

EGA- Staff Technology Acceptable Use Policy

Approval: 2nd Reading, July 28, 2010

Reviewed: 1st Reading, July 14, 2010

Revised: April 7, 2010

Approval: Original EGA, August 27, 2003

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Student Network and Internet Acceptable Use Policy

Pre-Kindergarten through Grade 4 Student and Parent Acknowledgement

I promise to never give information about others or myself like names, addresses, phone numbers, or pictures to anyone on the internet without my parents' or guardians' permission.

I promise to never give my school's name or my computer password to anyone without my teacher's permission.

I promise to tell a parent, guardian, or teacher if I see any bad language or pictures on the Internet or if anyone makes me feel nervous or uncomfortable.

I promise to stay out of any chat rooms and websites not approved by my parents, my guardians, or my teacher.

I promise to use appropriate language and good manners on the Internet, just like I do in school. I promise not to meet face-to-face with someone I meet on the Internet without telling my parents or my guardians and getting their permission.

I promise to be online only during the times and days my parents, guardians, teacher, and I set aside for using the Internet.

I understand that if I break any of these rules I will lose my Internet privileges and may be punished in other ways by the school, including being suspended or expelled from school.

Student's Full Name (printed)

Student's Signature

Date

I have read and discussed these rules with my child. I have also read and understood the Litchfield School District's Student Network and Internet Acceptable Use Policy.

Parents or guardians will be financially responsible for damage as a result of misuse of computers, software, or any activity in violation of this policy.

Parent's /Guardian's signature

Date

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Student Network and Internet Acceptable Use Policy

Grade 5 through Grade 12 Student and Parent Acknowledgement

As a condition of my right to use the District Technology Network, including access to the Internet, I and my parents/guardians (if the user is a minor) understand and agree to the following:

1. To abide by the Litchfield School District Student Network and Internet Acceptable Use Policy.
2. That District administrators and staff have the right to review any material stored on the District Technology Network and to edit or remove any material that they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable. I acknowledge that I have no expectation or right to privacy regarding such material. Students have no right to privacy with regard to the use of the District's Technology Network, including material that the user has accessed through or stored on the School District Technology Network.
3. That the District reserves the right to record all electronic addresses to which students send or receive information through the District's Technology Network. The District retains ownership, possession, and control of the District's Technology Network and may retain all information sent, received, created, accessed or stored therein. District Technology Network administrators may review computer files and communications at any time, without advance notice to students, to maintain system integrity and ensure that users use the system responsibly.
4. That the District does not warrant that the functions of any District Technology Network resource will meet any specific requirements I may have, or that the network resources will be error-free or uninterrupted.
5. That the District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information, or damage to personal equipment) sustained or incurred in connection with the use, operation, or inability to use District Technology Network resources.
6. That the use of the District Technology Network, including access to public networks, is a privilege, which may be revoked by network administrators at any time for any reason including, but not limited to violation of the Litchfield School District Student Network and Internet Acceptable Use Policy. The Litchfield School District is the sole arbiter of what constitutes a violation of the Litchfield School District Student Network and Internet Acceptable Use Policy.

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7. In consideration for the privilege of using the District Technology Network and in consideration for having access to the public networks, my parents/guardian and I hereby release the District, its officials and employees, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the District Technology Network.
8. I agree that I will be responsible for my actions and will be required to reimburse the District for costs it incurs due to an intentional misuse or abuse of the District's Technology Network or equipment.
9. I hereby certify that I have read and understand the Consequences for Violation of the Policy section, and understand that the consequences include loss of computer usage or a possible detention, suspension or expulsion.

Parents or guardians will be financially responsible for damage as a result of intentional misuse of computers and/or software in violation of this policy.

Student's Full Name (printed)

Parent's/Guardian's Name (printed)

Student's signature

Parent's/Guardian's signature

Date

Date