

## ACCEPTABLE COMPUTER, NETWORK, E-MAIL, AND INTERNET USE POLICY

**BACKGROUND** – The Fremont School Board recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the District’s educational program and curriculum and to enhance the quality of student and staff learning, as well as to promote the efficiency of District operations.

The District’s electronic communications system (“Network”) will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

This Network includes the Internet, which is a global information and communication network that provides tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by students necessarily raises concerns about safety and security. The District will provide guidance to help students learn to use the Internet in a safe and responsible manner.

The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the Network outweigh the risk that users may misuse the Network for purposes that are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

**DEFINITIONS** – The term “Network” shall be interpreted to include any and all District owned computers, servers, any hardware or software, the District’s local area network (LAN), municipal area network (MAN), all wireless access points, the Internet, the District Intranet, self-contained electronic mail systems, and any other elements of the District’s computer, telecommunications or electronic communication/information systems.

**OBJECTIVE** – To provide for and establish a reasonable and equitable policy for the use of the District’s Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the District’s educational program, curriculum and internal operations and to promote a policy of Internet safety.

**ACCEPTABLE NETWORK USE** – The Network may be used only as a tool to support

and advance the functions of the District and curriculum and educational program. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents depending upon the age of the student) who wish to use the Network must sign one or more Network agreements whenever requested by the District. Computer access will be denied to any user that has not submitted either a signed agreement, or a signed receipt or acknowledgment of agreement in a parent/student or employee handbook.

Students may use the Network only in support of education and research consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use, but not for any commercial or business use, however such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including the copyright law, and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or his/her designee, who shall review the matter and respond promptly. If overriding the technology protection measure that blocks and/or filters Internet access is warranted to enable a student (minor) to access a site for bona fide research or other lawful purposes, the student will be monitored directly by an authorized staff member.

**INAPPROPRIATE USE AND ACTIVITIES** – The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; use for commercial purposes or illegal purposes; instant messaging or chatting in chat rooms; on-line gaming; promoting political causes, religious causes, commercial products or services; soliciting for non-job related activities; linking to non-educational sites; use of chain or other type messages; intentional use of viruses, hacking or other such detrimental activities; use of unauthorized, confidential student or employee information; plagiarism; or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, or code of conduct.

Inappropriate use of the Network may result in suspension or cancellation of Network

privileges. In addition to suspension or cancellation of privileges, inappropriate use of the Network may result in disciplinary action up to and including suspension or expulsion from school, in the case of a student, or suspension or termination of employment in the case of an employee. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities and the Department of Education. Users who intentionally violate the District's policy and who intentionally damage the Network shall assume legal and financial liability for such damage.

**ELECTRONIC MAIL GUIDELINES** – The content of electronic mail is not secure. Users must not disclose confidential information in electronic mail messages. Time sensitive information should not be communicated by electronic mail since there is no guarantee that an addressee will receive, read, and/or respond to a message in a timely manner. When sending electronic mail it should be assumed that the information provided is a matter of school record as with official school letters on school letterhead. It must also be warned that electronic mail messages may be forwarded to others without the originator's permission.

**PUBLISHING GUIDELINES** – Students and staff will be allowed to produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff will monitor these materials to ensure compliance with content standards and Board policy. The content of such materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.
2. Individuals in pictures, movies, sound recordings, or student work may be identified only by their first name.
3. Parents/guardians must sign a release before a picture, movie, or sound recording student work will be published on the school's website.
4. No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.

**CONFIDENTIALITY** – The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must also be disclosed to the computer administrator.

**PROTECTION AND FILTERING** – The District shall employ appropriate technology protection measures during use of computers with Internet access by students. Such technology shall be designed to block or filter access to visual depictions that are obscene, pornographic or harmful to minors. In addition, the Network may not be used to access, use, disclose or disseminate personal identification information regarding students

or staff. The District may also use blocking or filtering technology to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

The District shall employ appropriate technology protection for student and employee records. Such technology shall be designed to block access from non-authorized users. Security measures for student and employee records shall be on a need to know basis only. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.

In order to protect the Network, users may not connect non-District computers, personal laptop computers, or other personal computing devices or peripherals to the Network. In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without permission of the Network supervisor. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files, for appropriate school-related work, but not for personal use.

**OWNERSHIP AND RETENTION** – Any and all material or information placed in any file on the District’s Network becomes District property. The District reserves the right to access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and program. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings.

**ADMINISTRATIVE RESPONSIBILITY** – It shall be the responsibility of the Administration to develop and publish written administrative procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate Network use, website access and website links, a Network agreement form, security measures including password procedures, measures designed to restrict access to harmful or inappropriate matter on the Internet, procedures for promoting the safety and security of students when using electronic mail and prevention of unauthorized access and any other matter deemed necessary or advisable to implement this policy. Rules for acceptable computer, network, e-mail, and Internet use shall be included in all student and employee handbooks.

**STAFF USER** – I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Fremont School District. I further understand that any violation of the regulations above is unethical and should I

commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Fremont School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Fremont School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system. Signing the receipt and acknowledgment of the District employee handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

(Reference EGA Acceptable Computer, Network, E-Mail, and Internet Use)

## WEBSITE PUBLISHING POLICY

**GENERAL** - Official school district websites will be hosted and maintained on the District's computer networks. Websites that are hosted outside of the school district that contain references to any students, staff, or facilities of the District are not considered official Websites, and the school district will not be responsible for their content. Official school district and school websites are owned and governed by the District.

The district website is intended to provide a means of sharing information with the school district and the world about school curriculum and instruction, school-authorized activities, and other information relating to the district's schools and mission. Instructional resources for staff and students may also be provided.

School district websites are not public forums. No private citizen or non-school agency is permitted access to school district websites. School district websites shall not be used for interactive communication. School district websites shall not be used for posting of non-school sponsored events. School district websites are subject to copyright laws.

Content is restricted to factual information such as school or community notices and information, staff and student work, public documents, and other such information. Information shall not represent the views of an individual or group. Information shall be non-editorial and non-partisan.

**ORGANIZATIONAL RESPONSIBILITY** - School district websites are official publications and must follow similar guidelines as other district publications outlined in Policy JICE and JICE-R Student Publications. For district-wide Department Websites, the Department Director has primary responsibility for the content of the website. For individual school Websites, the Principal has primary responsibility for the website. All information published on the school district websites must be approved by these individuals or their designees. The Superintendent's Office acts as the final authority when issues arise concerning potentially sensitive content.

All postings to the Websites will be performed by authorized individuals only. These individuals must have been provided with secure access by the Technology Department and have been given approval by the district Department Head or Principal. Technology Department Staff reserve the right to remove any publication that adversely affects the operation of the school computer networks.

PUBLISHING STANDARDS - All subject matter on district web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the district or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity, and subject to parental permission. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

Publishing privileges are provided to students and staff through individuals who have been authorized by the School Principals or Department Directors. Creators of web pages need to familiarize themselves with - and practice - the following standards and responsibilities, or pages will not be published.

1. All web pages must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property, and use of computers.
2. All content must be appropriate, decent, in good taste, and not intended to harass, demean or offend individuals or groups. Offensive content includes, but is not limited to materials, which offend religious and racial groups, constitute sexual harassment, or contain violence and profanity.
3. Correct grammar and spelling should be used, documents should be of high quality in both style and presentation. Any unedited work by students will be identified as such.
4. Web pages must include a statement of copyright, when appropriate, and indicate that permission has been secured to include copyrighted materials.
5. Factual information must be able to be documented.
6. All web pages must identify affiliation with the School District.
7. All web pages must provide a link to the school or Department's home page, and contain clear navigational links.
8. Commercial use (advertisements, business logos, etc.) is prohibited.
9. All web pages must comply with the School Board policies, administrative regulations, these Web Publishing Guidelines, and other district guidelines provided for specific levels of publishing.
10. The viability of links from Web pages that were not created by the district cannot be guaranteed.
11. All links will be tested for accuracy.
12. Web pages may contain links to other pages, however, these links are limited to educational, governmental, and other such agencies with relevance to the governance of the district and the students' educational program.
13. Web pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link can be included, but the link may not be made "hot" until the further page is

actually in place.

14. Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to the school discipline code.
15. The use of a web page for political lobbying activities is prohibited. Engaging in non-school related fund-raising is also prohibited.
16. No student Email address, whether a personal or district account, may be listed on any web page. Official district email addresses of staff may be published on the website.
17. Web pages shall not contain personal student information other than first names unless prior permission has been granted. The School Principal is to be contacted as the consultant in special circumstances where awards or events warrant publicity of this nature.
18. Web pages may contain pictures of students and staff involved in school-related activities only. Use of student pictures must have parent or guardian permission regardless of whether they are identified by name.
19. Non-school related student work shall not be published.
20. All questions regarding website policy shall be directed to the Superintendent or his/her designee.

PUBLIC RECORD – Information posted on district websites is considered public and subject to applicable laws. (Reference KDC Website Publishing Policy)

#### EMPLOYEE USE OF CELLULAR TELEPHONES

The District recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities.

District owned cellular telephones and other devices shall be used for authorized District business purposes. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District. District-owned cellular telephones may be purchased and authorized for staff use in accordance with School Board Policy by the Superintendent. Employees issued a cellular telephone are responsible for its safekeeping at all times. Cellular telephones are not to be loaned to others. Employees shall not use such devices while driving for school district sponsored purposes.

District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board Policy and prior approval of the Superintendent.

Use of cellular telephones and other devices is subject to School Board Policy EDCA and EDCA-R, administrative regulations, and/or state/federal laws. Cellular telephones are not to be used for conversations involving District information of a confidential nature. Inappropriate use of cellular telephones and other devices is subject to discipline up to and including dismissal and referral to law enforcement officials as appropriate.

## COPYRIGHT COMPLIANCE

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. (Reference EGAD and EGAD-R Copyright Compliance)

