

**POLICY OVERVIEW**

The School District purchases computers and other communication / electronic devices, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy applies to any District Technology, as well as to laptops and other communication / electronic devices issued directly to students and to any communication / electronic devices brought by students into a school building or to a school activity.

Student use of computers and other communication / electronic devices, networks, and Internet services in school is a privilege, not a right. Compliance with the school policies and rules concerning technology use is mandatory. Students who violate these policies and rules may have their technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, including but not limited to, suspension, long-term suspension or expulsion, referral to law enforcement, and/or legal action.

The School District's technology remains under the control, custody, and supervision of the school at all times. The school retains the right to monitor all technology and Internet activity by students. Students have no expectation of privacy in their use of District technology.

The School District utilizes filtering technology designed to block pornography and other materials that are obscene or harmful to minors, to the best of our ability, in accordance with the Children's Internet Protection Act. This policy addresses the safety and security of minors when using electronic mail, and other forms of direct electronic communications, addresses unauthorized access, including so-called "hacking" and other unlawful activities by minors online, addresses unauthorized disclosure, use and dissemination of personal identification information regarding minors and addresses measures designed to restrict minors access to materials harmful to minors. The School District takes precautions to supervise student use of the Internet, but parents should be aware that School District cannot reasonably prevent all instances of inappropriate technology use by students in violation of School Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school is not responsible for the accuracy or quality of information that students obtain through the Internet.

**I. General Statement of Policy****ACCEPTABLE TECHNOLOGY USE****STUDENT TECHNOLOGY AND INTERNET USE RULES**

Each student is responsible for his/her actions and activities involving all District and personal communication / electronic devices used at school or at a school function. This policy provides general guidance concerning the use of District technology and examples of prohibited uses. This policy does not describe every possible prohibited

activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Superintendent's office.

Notice is hereby given that the District maintains and operates technology protection measures with respect to its computers with internet access in a manner consistent with the federal Children's Internet Protection Act. 47 USC 254(h).

### **Acceptable Use**

The school's computers and other communication / electronic devices, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals.

All School Board policies, school rules, and expectations concerning student conduct and communications apply when students are using any communication / electronic devices at school, at a school function, or for school purposes. In addition, certain policies, such as Policy JICK, The Pupil Safety and Violence Prevention Act (Anti-Cyber Bullying policy) apply regardless of the time of day or where the student is located.

Any system which requires password access for which the District requires an account, such as the Internet, shall only be used by the authorized user. Students shall not share passwords or login information with other students. Account owners are ultimately responsible for all activity under their accounts.

The District reserves the right to:

- Monitor all activity on District technology.
- Investigate the use and misuse of District technology.
- Log network use and storage space utilization by user. Log files shall be maintained for 180 days.
- Make determinations on whether specific uses of District technology are consistent with this policy and any accompanying procedures.
- Refuse to allow any individual to access District Technology, including the Internet or to remove a user's access to the network if it is determined by the District that the user engaged in unauthorized activity or violated this policy or any accompanying procedures.
- Cooperate fully with any third-party investigation concerning or relating to the District technology.
- Limit usage in accord with the requirements of third-party providers.

### **Unacceptable Use**

Unacceptable use activities include, but are not limited to, any activity through which any user:

- Any use that is illegal or that violates another School District policy, procedure, or school rule, including but not limited to, harassing, bullying, discriminatory, or

threatening communications or any other antisocial behaviors; violating copyright laws; profanity, etc. towards employees, students or third parties. The school assumes no responsibility for illegal activities of students who use District technology.

- Accessing, creating, viewing, storing, or transferring, or otherwise using materials (including but not limited to, text, images, movies, sound recordings, or electronic or digital files) that are obscene, pornographic, sexually explicit, or sexually suggestive.
- Accessing, creating, viewing, storing, or transferring or otherwise using materials (including, but not limited to, text, images, movies, sound recordings, or electronic or digital files) that are harmful to minors.
- Violates Copyrights, License Agreements and/or Contracts (EGAD(R)). Copying, downloading, using or sharing any type of copyrighted materials such as music, movies, software without the owner's permission is prohibited.
- Unauthorized access, including so-called "hacking" and other unlawful activities.
- Plagiarizes—Representing as one's own work any materials obtained on the Internet or from digital books and references (such as term papers, articles, music, etc.) constitutes plagiarism and is prohibited. When Internet or other digital resources are used in student work, they must be fully cited.
- Engages in Non-School Related Uses—using the school's computers or other communication / electronic devices, networks, or Internet services for non-school-related purposes such as private financial gain; commercial, advertising, political activity or solicitation purposes; or any other personal use not connected with the educational program or assignments is prohibited.
- Misuses Passwords, Accounts and Resources – Sharing passwords, using other users' passwords, or accessing or using other users' accounts is prohibited. Disclosure, use and dissemination of another student's personal identification information is prohibited. Wasting limited resources including paper, ink / toner is also prohibited.
- Any deliberate misuse or neglect that result in damage to the school's technology equipment.  
Any attempt to access unauthorized sites, or any attempt to disable or circumvent the school's filtering/blocking technology (unless a filter override has been issued by the technology office for purposes that support the educational mission of the district
- Engages in unauthorized Access to Blogs/Chat Rooms—Accessing chat rooms, blogs, or news groups without specific authorization from the Technology Coordinator and the Building Administrator is prohibited.
- Engages in conduct that constitutes bullying or cyberbullying. Such conduct is prohibited in accord with policy JICK.
- Accessing social media websites, such as Facebook and MySpace, is prohibited.
- Any attempt to delete, erase, or otherwise conceal any information stored on a school computer or other technological device that violates these rules or other School District policy or school rule, or refusing to return technology equipment issued to the student upon request.

- Using District technology for any other use that is inconsistent with the District's educational mission and/or is not for educational purposes

### **Intentional Violations**

Any Student who intentionally damages District communication / electronic devices or violates this policy and any accompanying procedures shall be subject to disciplinary action. Any student, or the Parents/guardian of any Student, who intentionally damages District technology shall assume legal and financial responsibility for such damage.

### **Consequences for Violation of Student Acceptable Internet Use and Code of Conduct Policy and Rules**

- The first time the user violates this policy or any other rules or regulations pertaining to use of District technology, he/she will lose all Internet access privileges for five school days.
- A second violation will result in the loss of all Internet access privileges for 30 school days.
- Upon a third violation, all Internet access privileges will be lost for the remainder of the school year.
- Additional Penalties, as per policy JICJ, may also apply for any violation.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors. The student may be required to complete further education about appropriate internet usage or on-line behavior before regaining their internet access privileges.

Students who violate this policy or any other rules or regulations pertaining to use of District technology, may also be subject to disciplinary action, including but not limited to suspension, long term suspension, or expulsion, referral to law enforcement, and/or legal action. Student discipline shall be in accord with RSA 193:13 and District policies and procedures.

### **No Expectation of Privacy**

The District's technology shall remain under the control, custody, and supervision of the District at all times. The District reserves the right to monitor the use of all District technology. Students have no expectation of privacy in their use of any District or any technology used on school grounds, including but not limited to, e-mail, stored, files, mobile devices, and Internet access logs. Students have no right to privacy in District technology resources, including but not limited to, District computers, computer network, e-mail, website, and Internet access.

### **Compensation for Losses, Costs, and/or Damages**

Any student, or the parent/guardian of any student, who violates this policy and any accompanying procedures, is responsible for compensating the District for any losses, costs, or damages incurred by the District as a result of the violation.

The District is not responsible for any unauthorized charges or costs incurred by Students who use District technology.

### **Student Security**

A student should not to reveal personal information such as his/her full name, address, telephone number, or social security number, on the Internet. Students should never agree to meet people they have contacted through the Internet without parental and school permission. Students should inform a school staff member if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

### **System Security**

The security of the school's computers and other communication / electronic devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify a staff member immediately who in turn will notify the Technology Coordinator. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her technology privileges limited, suspended, or revoked.

### **Resources**

The resources of the District are limited. All users must exercise prudence in the shared use of these resources.

### **Laptops or other communication / electronic devices Issued to or brought by students from home**

- A student must have the express permission of the building principal and a supervising teacher(s) before using a computer or other technological device he/she has brought to school.
- Laptops and other communication / electronic devices, whether loaned to students as educational tools or personally owned, are only authorized for use in completing school assignments.
- Students are responsible for the proper care of laptops or other communication / electronic devices assigned to them at all times, whether on or off school property. Students must complete the "Request Form for use of School Equipment" and receive approval prior to the removal of District equipment from school grounds.
- If a laptop or other technological device is lost or stolen, the student or their parent/guardian, must immediately report the loss or theft to the building principal and technology coordinator.
- The School District's policies and rules concerning technology and Internet use apply to the use of school laptops and other communication / electronic devices at all times and places, whether they are used on or off school property. Students

are responsible for obeying any additional rules concerning care of technology issued by school staff.

- Violation of policies or rules governing the use of technology, or any careless use of a laptop or other technological device may result in the device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. **Parents should be aware that they are responsible for any costs associated with repairing or replacing a laptop or other technological device issued to their child that is intentionally or carelessly damaged.** The student will also be subject to disciplinary action for any violation of the School District's policies or school rules.
- Parents are responsible for supervising their child's use of school technology and the Internet when in use at home.
- The School District is not responsible for the functioning, or use of, personally-owned communication / electronic devices on school grounds or at school activities.
- Any District owned laptop or other technological device may only be used by the student to whom it is assigned.
- Laptops and other communication / electronic devices must be returned in acceptable working order as specified by the technology coordinator whenever requested by school staff.

### **Publishing Guidelines**

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

- No personal information about a student may be published online. This includes telephone numbers and addresses.
- Parents/guardians must sign a release before a student image may be posted online.
- No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.
- Content that is posted online must comply with the District's Acceptable Internet Use and Code of Conduct Policy.

### **Legal Reference:**

N.H. RSA 194:3-d, School District Computer Networks

## School District Internet Code of Conduct

Use of the Internet by students and staff of the School District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use of District Technology shall be in accordance with the District's Acceptable Use Policies and Procedures and this Code of Conduct. All users are expected to abide by the following terms and conditions:

- Respect the privacy of other users. Do not use other users' passwords.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
- Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- Treat information created by others as the private property of the creator. Respect copyrights and do not plagiarize information. All resources found on the Internet must be properly cited in the user's work.
- Use the network and all District technology in a way that does not disrupt or prohibit use by others.
- Do not destroy, modify or abuse the hardware or software in any way.
- Do not develop or share programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
- Do not download or install any commercial software, shareware, or freeware onto District network drives or disks without receiving written permission from the District's Network Administrator.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- Do not use the Internet for commercial purposes, including but not limited to, shopping.
- Do not create unauthorized links between the District's computers and other computers.
- District computers shall not be used to access any social media websites, including but not limited to, Facebook and MySpace, chat rooms, personal e-mail, or blogs.
- Do not access the "control panel," without receiving prior, written permission from the District's Network Administrator.

Food and drinks are not permitted anywhere near District technology.

## School District Technology Use Release Form

To gain access to the network and/or Internet, all individuals, including students, must have a signed Acceptable Computer/Internet Use form on file with the School District.

As a condition of my privilege to use the School District network resources, including access to the Internet, I understand and agree to the following by signing the Acceptable Computer/Internet Use signature page:

- To abide by the District Acceptable Use and Code of Conduct Policy
- That District administrators and staff have the right to review any material stored on District computers. Any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable will be blocked and reported to the proper authorities. I hereby waive any right of privacy which I may otherwise have to such material;
- That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources;
- That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted;
- That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources;
- The School District will not be financially responsible for costs incurred as a result of Internet use; and,
- That the use of the District network(s), including access to public networks, is a privilege, which may be revoked by network administrators at any time for violation of the Acceptable Technology Use and Code of Conduct Policy. The School District shall decide what constitutes a violation of the policy.

In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

**Signature Form for Acceptable Computer/Internet Use**

The Pittsburg School District is pleased to offer students access to a computer network for the Internet. From time-to-time, the school may wish to publish examples of student projects and other work on an Internet accessible World Wide Web server. No names will be used for publication.) To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the following form. **This signed form must be returned to the office.**

This form is to be renewed at the 3rd, 6th, and 9th grade or upon revisions to the Acceptable Use policy by the school board. Students new to the school system must meet with the Technology Coordinator for training and to set up a user account.

Name of Student : \_\_\_\_\_ Grade:\_\_\_\_\_

Home Phone:\_\_\_\_\_ Email\_\_\_\_\_

I hereby certify that I will abide by the conditions set forth in this document, the Acceptable Use Policy, Procedures, School District Technology Use Release Form and the Code of Conduct.

Signature of Student:\_\_\_\_\_

Parents and guardians of students are responsible for explaining the rules and consequences of this policy to their children.

If you DO NOT want your child’s work published on the Internet, please check the box below

DO NOT publish my child’s work

Signature of Parent/Guardian\_\_\_\_\_

Date\_\_\_\_\_

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