

## ACCEPTABLE USE OF TECHNOLOGICAL SERVICES

Because of the breadth, scope, and "free" nature of the Internet, not all materials are appropriate for students. The Nashua-Plainfield School District employs the use of a filter system to assist in blocking student access to inappropriate Internet sites, including site that contain obscenity, child pornography or material harmful to minors. However, the constantly evolving nature of the network makes it virtually impossible to predict and control what students may locate. The use of the Internet is a privilege, not a right, and carries with it certain responsibilities. Students and staff (users) must adhere to the following guidelines:

- The Internet will be available to all students and staff.
- Before a student can access the Internet, an agreement form signed by both the student and a guardian must be on file at the individual school building.
- All users will be provided individual e-mail accounts through the school district. If a student has a personal e-mail address, the terminals should not be used to access their personal e-mail account. This account is monitored by the school district, so users should understand the following:
  1. Others may be able to read or access your accounts so private messages should not be sent.
  2. Delete unwanted messages and content immediately.
  3. Use of objectionable language or other objectionable material is prohibited.
- Material accessed must be educationally appropriate. Material or language that is threatening, violent, obscene, vulgar, sexually explicit, or otherwise inappropriate for an educational setting is strictly prohibited for all users.
- Features for direct exchange of information such as blogs, discussion rooms, social networking sites, electronic greeting cards, and video conferencing may be used as part of course curriculum.
- Plagiarism and copyright
  1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.
  2. Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. This includes copying or downloading software. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.
  3. Copyright infringement may lead to criminal or civil penalties. Nashua-Plainfield Schools assume no responsibility for copyright infringement.
- Information given over the Internet is not confidential. Disclosure of personal information (name, phone number, address) of the user or of other people is prohibited for students.

- Students may fill out and submit forms such as post-secondary, scholarship, selective service, and military forms with approval of the guidance counselor and under direct faculty supervision.
- Students may not:
  1. Download files without permission of the supervising faculty.
  2. Use school resources to create, access, send, or download material, which is abusive, hateful, harassing or sexually explicit.
  3. Download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
  4. Conduct any commercial business.
  5. Conduct any illegal activity; this includes adhering to copyright laws.
  6. Access the data or account of another user. Altering files of another user is considered vandalism.
- If a user gains access to any service that has a cost involved, the Nashua-Plainfield Community School District is not responsible for that cost. The individual user and/or guardian will be responsible for any costs incurred.
- Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to the students' educational records including photographs. For this reason, users must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action.
- Nashua-Plainfield Community School District makes no guarantees as to the accuracy of information received over the Internet.
- All illegal activity is prohibited. This would include "hacking" which is defined as altering the hardware, software, and/or computer settings without authorization. Hacking also includes accessing portions of the network, servers, and/or hard drives of computers to which a user has not been granted privileges.

**Education, Supervision and Monitoring of all Users**

It shall be the responsibility of all members of the Nashua-Plainfield School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy.

Nashua-Plainfield Schools will monitor and inspect computer use using a variety of methods – including electronic remote access as well as direct access to assure compliance with all Nashua-Plainfield Policies.

The faculty will provide age-appropriate training for students who use the Nashua-Plainfield School District's Internet facilities. The training provided will be designed to promote the Nashua-Plainfield School District's commitment to:

1. The standards and acceptable use of Internet services as set forth in Nashua-Plainfield School District's Internet Safety Policy
2. User safety with regard to:
  - a. Safety on the internet
  - b. Appropriate behavior while online, on social networking sites, and in chat rooms
  - c. Cyber-bullying awareness and response
3. Compliance with E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

**Consequences**

Any user who violates these rules will be subject to disciplinary action. Serious or repeated violations will result in the student's use of technology restricted and or revoked.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_