

APPENDIX C: KEARSARGE REGIONAL SCHOOL DISTRICT ACCEPTABLE USE POLICY: COMPUTER, NETWORK, AND INTERNET USE

Philosophy

The Kearsarge Regional School District has a responsibility to provide students and staff with access to a variety of rich educational resources for the purposes of research and collaboration to support our educational goals.

Kearsarge Regional School District's Network (KRSDN)

The Kearsarge Regional School District's Network (KRSDN) system has a limited educational purpose. Activities on the KRSDN that are acceptable include classroom activities, career development, research, and data collection, as well as sharing information, experiences, and viewpoints with people in other geographic areas. The KRSDN may not be used for entertainment purposes. The KRSDN is not a public access service or a public forum and, as such, the District has the right to place reasonable restrictions on the materials accessed or posted through the system.

All students in the District receive direct instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Users of KRSDN are expected to follow the rules set forth herein, as well as all applicable law.

1. Kearsarge Regional School District computers and network are the property of the Kearsarge Regional School District. All information contained on them and/or transmitted through them may be considered public record and may be made accessible to others.
2. Internet web site addresses visited will be retained in electronic logs for 30 days. These logs are kept in order to monitor the status of the network and to gather information about Internet use so that appropriate educational or disciplinary decisions can be made.
3. The Kearsarge Regional School District is not responsible for any loss of data due to circumstances beyond its control or from user errors or omissions.
4. The Internet is a global web of computer networks, not governed by any entity, without inherent limits or checks on the kind of information maintained by or available to users. The Kearsarge Regional School District does not guarantee the accuracy or take responsibility for the quality of information obtained from the Internet. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data or interruptions of service.
5. Inappropriate use of the KRSDN and Internet connection may result in the cancellation of these rights. The Director of Technology shall make final decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time.
6. All text, graphics, and software are protected by copyright unless specifically stated otherwise.
7. The Kearsarge Regional School District regulates student Internet use in compliance with the Children's Internet Protection Act. [Public Law 106-554: Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NIPA).]

8. Kearsarge Regional School District network users shall not use personal electronic devices to access the network without permission from the Network Administrator.

User Responsibility

1. All users must have a completed, signed KRSDN Responsibility Contract on file with the school in order to access the KRSDN.
2. All users shall comply with copyright laws and “fair-use” guidelines. Copyrighted material must not be placed on any system connected to KRSDN without the copyright owner’s permission. Permission to download files or documents must be specified in the document, on the system, or must be obtained directly from the owner.
3. All users shall adhere to the rules and policies of the school and the Kearsarge Regional School District, including the Code of Conduct.
4. All users shall comply with all rules set forth in this policy and by classroom teacher(s) and/or administrators.
5. All users shall use common sense and best practices to avoid infection by and transmission of computer viruses.
6. All users shall abide by accepted rules of network etiquette. These include, but are not limited to:
 - a. Be polite – Do not send abusive, disrespectful, or discriminatory messages to anyone.
 - b. Use appropriate language – Do not swear, use vulgarities, or any other form of inappropriate language at any time.
 - c. Respect privacy – Do not give out any personal information about yourself or any other individual. This includes passwords.
 - d. Be responsible – report inappropriate behavior to someone in authority.
7. Users shall not alter network or desktop settings on any computer.
8. Students must immediately notify their parent(s)/guardian(s) and the Network Administrator immediately if any individual is trying to contact them for illicit or suspicious activities.
9. Students are not allowed to use computers or Internet resources to play games that do not further the District educational goals.
10. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the KRSDN and other computer resources.
11. Instructional activities utilizing the Internet shall be appropriate for the age and/or grade level of the students. Instructors shall teach strategies for searching, evaluating, and effectively using Internet resources.

12. Instructors shall monitor student use of the Internet and utilize strategies to protect users from access to inappropriate online materials. Whenever possible, Internet sites should be previewed or searched in advance of instruction to ensure purposeful usage. The *Computer, Network, and Internet Use Policy* shall be modeled with students under their supervision and care. However, any student violation of this policy is not the responsibility of the instructor.
13. Instructors shall avoid leaving lesson plans that incorporate the use of the Internet for a substitute teacher. Substitute teachers are not provided access to our Network, except for long-term substitutes.
14. Employees shall inform adult volunteers that they are expected to uphold the responsibilities outlined in the *Computer, Network, and Internet Use Policy*.
15. School District computers or other peripherals may only be removed with permission from an administrator or his/her designee.

Email

1. All full-time employees of the Kearsarge Regional School District have access to our network and receive email accounts upon completion of a signature at the bottom of this policy.
2. Substitute teachers are not assigned an email account, unless they are on a long-term assignment.
3. Students are assigned district email accounts from grades 6 through 12. Students must complete training on the proper use of email and online behavior before an email account may be assigned. Parental permission is required for student email accounts.

Unacceptable Activities

Unacceptable activities when using the KRSDN include, but are not limited to:

1. Students accessing or sending personal email or web mail on school district computers except as permitted through the District provided email system or as authorized by the Network Administrator.
2. Sending abusive, disrespectful, or discriminatory messages or use of inappropriate language.
3. Plagiarism.
4. Uploading, downloading, forwarding, or viewing hate mail, chain letters, harassing or libelous statements, discriminatory remarks, pornographic materials, violent materials, or any other inappropriate materials.
5. Misrepresenting one's true identity. Sharing passwords or using someone else's passwords.
6. Reposting or forwarding someone else's communication or emails without that person's prior consent.

7. Downloading or uploading software unless authorized to do so.
8. Installing or deleting any software unless authorized to do so. This includes computer viruses or other malicious programs designed to interfere with the proper and efficient operation of the computer.
9. Using hacking/cracking tools.
10. Students subscribing to listservs unless authorized by teacher or administrator.
11. Students creating web pages unless authorized by teacher or administrator.
12. Students participating in Internet relay chats and/or instant messaging.
13. Using the KRSDN, computers, and Internet for making purchases, financial gain, personal and/or private business, commercial endorsements, advertising and/or political lobbying by staff, unless authorized by the Network Administrator.
14. Trespassing in other's folders, work, or files.
15. Adversely affecting the ability of others to use equipment or services.

Consequences

Failure to use school district computers, network and/or the Internet in a responsible manner will result in appropriate consequences consistent with the current disciplinary guidelines of the Kearsarge Regional School District.

The Network Administrator together with the Director of Technology will deem what is appropriate use and that decision is final. The Network Administrator together with the Director of Technology may close an account at any time as required. The administration, faculty, and staff may request the Office of Information Technology to deny, revoke, or suspend specific user accounts. The user and/or parent/guardian may be held financially responsible for any harm to the system as a result of intentional misuse.

APPENDIX C-1: ACCEPTABLE USE POLICY STUDENT SIGNATURE FORM

(Please sign and return this page to the school. This form will remain in the user's file.)

I have read and understand the preceding *Kearsarge Regional School District Computer, Network, and Internet Use Policy*. I recognize my responsibilities as defined within and agree to use Kearsarge Regional School District computer, network and Internet resources only in support of education and research, consistent with the purposes of Kearsarge Regional School District. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

I will abide by the terms and conditions for use of the Kearsarge Regional School District Network, computers, and Internet resources. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Student Section			
Student Name (Print):		Grade:	
Student Signature:		Date:	
Parent or Guardian Section (If user is under the age of 18, a parent or guardian must also read and sign this document.)			
<p>As the parent or guardian of the above-mentioned student, I have read and understand the terms and conditions of the preceding Acceptable Use Policy. I have discussed the policy with this student, and they have agreed to abide by the policy.</p> <p>I understand that computer, network, and Internet access is designed for educational purposes, and the Kearsarge Regional School District has taken precautions to eliminate objectionable and/or controversial materials. I recognize and acknowledge that it is impossible for a school system to restrict access to all objectionable and/or controversial material and I shall in no way hold Kearsarge Regional School District, its employees, or duly authorized agents, responsible for materials acquired by this student while using the Kearsarge Regional School District Network, computer or Internet resources.</p> <p style="text-align: center;">I hereby give my permission to provide access to the KRSD computers and network for this student and certify that the information contained on this form is correct. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px; width: 80px;"> Do not answer if you responded "No" above </div> <div style="flex-grow: 1;"> <p>a) I hereby give my permission to provide access to the Internet through the KRSD network. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>b) I hereby give my permission to provide my student (grades 6-12 only) with school email account to be used in accordance with the policy included herein. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>c) I hereby give my student (grades 6-12 only) permission to use Google Docs an online collaborative, web based, word processor, spreadsheet and presentation application. YES <input type="checkbox"/> NO <input type="checkbox"/></p> </div> </div>			
Parent/Guardian Name (Print):			
Parent/Guardian Signature:		Date:	

APPENDIX C-1: ACCEPTABLE USE POLICY STAFF/VOLUNTEER SIGNATURE FORM

I have read and understand the *Kearsarge Regional School District Computer, Network, and Internet Use Policy*. I recognize my responsibilities as defined within and agree to use Kearsarge Regional School District computer, network and Internet resources only in support of education and research, consistent with the purposes of Kearsarge Regional School District. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

I will abide by the terms and conditions for use of the Kearsarge Regional School District Network, computers, and Internet resources. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

This document will remain part of the permanent personnel record on file at the SAU office.

Employee Name (Print):			
Employee Signature:		Date:	