

<b>Windham School District</b>	<b>EGA</b>
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### INTRANET/INTERNET ACCEPTABLE USE

Internet access is now available to students and school personnel in the Windham School District. We are very pleased to bring this access to the Windham School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. To gain access to this district-wide network (Intranet) and the Internet, all users must sign the attached form. All users under the age of 18 must obtain parental permission. Please read this document carefully and discuss it with your child before signing.

The Windham School's district-wide network (Intranet) will provide the gateway connecting students and school personnel to the Internet, the electronic highway connecting thousands of computers around the world. Students and school personnel will have access to universities, colleges, other schools, businesses, government agencies and to e-mail communication with people all over the world.

The Windham School District is committed to using the Internet as a global source of information within its educational programs. Our goal is to provide Internet service to promote educational excellence through communication, resource sharing, innovation, and research. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Internet access by students will be supervised by district personnel and the degree of access to the Internet will be dependent upon the age of students. Students may be permitted access to the District's computer network without direct supervision by District staff, provided, the students agree to act and demonstrate that they will act in a responsible manner.

The District's Intranet and Internet services are provided for students and staff to conduct research, gather information and communicate with others for academic purposes. The network and Internet service may not be utilized for recreational purposes, personal, commercial or other non-academic purposes. The District's computer network and Internet service shall not constitute a public forum. Students and staff have no right of privacy with regard to their use of the District's Intranet.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to

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some people. The Windham School District will monitor the on-line activities of users and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. While our intent is to make Internet access available to further educational goals and objectives, it is impossible to filter all Internet access, and students may find ways to access controversial materials. The Windham School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. It is the responsibility of the individual to use the Intranet/Internet in a legal, ethical, responsible, and considerate manner.

For these reasons it is necessary to establish guidelines that are reflective of the district's educational objectives for all Intranet/Internet users. Therefore all acceptable use of the Intranet/Internet must be in support of communication, research and education consistent with the purposes of the Windham School District and must not violate school policies and standards of behavior.

#### **USER RESPONSIBILITIES:**

It is the responsibility of the user to familiarize himself/herself with, and abide by, the rules of this Acceptable Use Policy and make appropriate use of the available resources. While it is not the intention of district personnel to be intrusive, users are advised that authorized school district personnel will be monitoring system activity and content of e-mail messages and files.

User responsibilities include, but are not limited to:

- Users are not to reveal their last name, personal home address, home phone number, or phone numbers and addresses of any other individuals. Your name (first name only) on any e-mail must use the school address only.
- Students must notify a parent/guardian and teacher or system administrator immediately if any individual is trying to make contact for illicit or suspicious activities.
- Users must not interfere with the normal and proper operation of the Intranet/Internet.
- The use of the Intranet/Internet requires that students abide by accepted rules of network etiquette. These include but are not limited to:
  - Be polite, ethical and courteous
  - Use appropriate language
  - Respect the privacy of others
  - Respect access rights of others

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- Student produced material may be posted only after administrative review and parental permission and, at that point, will be considered fair use and available to the public.

#### **UNACCEPTABLE USES:**

The use of the Intranet/Internet is a privilege, not a right, and unacceptable uses may result in restriction/revocation of those access privileges and discipline as outlined below. Unacceptable uses may include, but are not limited to:

- sending, receiving or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- violating copyright law
- using another user's password or account
- damaging or altering computers, computer systems or computer networks
- gaining access or attempting to modify others' folders, work or files
- using the network for non-educational, financial or commercial purposes
- misrepresenting oneself
- using the school's Intranet/Internet connection for any illegal or restricted activity
- intentional development or use of invasive software such as "viruses," "worms," and other detrimental activities
- intentionally wasting limited resources
- gaining unauthorized access to restricted resources or organizations
- using e-mail to reveal personal information
- students' using e-mail for non-educational purposes
- use of the Intranet/Internet for the purpose of purchasing products or services
- unauthorized services or mail lists (i.e. LISTSERVS, Newsgroups, Chat Rooms etc.)
- encryption of communications or files to avoid system security review

#### **DISCIPLINARY ACTIONS:**

Depending on the severity of the offense, violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:

- verbal and written warning
- restriction or revocation of access privileges
- removal from a class activity
- removal from a course
- student detention, suspension or expulsion
- being reported to the appropriate legal authorities for possible criminal prosecution
- financial restitution for inappropriate use

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The Windham School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Windham School District will not be responsible for any damages you suffer. This include loss of data resulting from delays, non-deliveries, mid-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Windham School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**FEFERENCES AND ACKNOWLEDGES:**

This Acceptable Use Policy has been written with the assistance of the following:

- NHEMA/NHSTE (New Hampshire Educational Media Association/New Hampshire Society for Technology in Education) Internet Policy Toolkit
- Portsmouth, N.H. School Department Acceptable Use Policy
- Auburn, ME. School Department Acceptable Use Policy/Regulations
- Bellingham, WA. School District Acceptable Use Policy
- Manchester, N.H. School Department Acceptable Use Policy
- With permission from Classroom Connect.

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