

## **TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

### **Goals:**

The goals of the Derry Cooperative School District in providing the technology resources to access District network services, the Internet and related technology are to enhance education by:

- Providing access to educational resources
- Facilitating communication for resource sharing and innovation
- Instructing students in the responsible use of these resources through integration into existing curriculum.

Any use of the District's technology resources or network services by students other than for educational purposes is not permitted.

### **Introduction:**

The purpose of this document is to state the District's guidelines for acceptable use of its technology resources that provide access to network services and the Internet for educational purposes. These guidelines are a practical and logical extension of our District's commitment to conduct that is legal, ethical, and considerate.

The Derry Cooperative School District's technology resources consist of all computers, printers and other peripheral devices that are owned or leased by the District, including software and media. Any technology resource not owned by the District is not allowed to access the District's network services or the Internet without prior authorization from the District Director of Information Services or their designee. Any computer, peripheral device, personal digital assistant, cell phone, pager, or other device not owned by the District which has been specifically permitted to access District technology resources or network services shall be governed by this policy as a technology resource.

### **Policy:**

It is the policy of the Derry Cooperative School District to maintain an environment that promotes ethical and responsible conduct by staff and students in all on-line and/or network activities. It is a violation of this policy for any student to engage in any activity that does not conform to the established purpose or which violates the guidelines described in this document. The use of the District's technology resources is a privilege, not a right. Depending upon the severity or frequency of the offense, a student's disciplinary consequences may range from immediate cancellation of that privilege to any further additional disciplinary action as determined by school administration, up to and including expulsion. Parental notification will occur in all instances of any student's violation of this policy.

It is the policy of the Derry Cooperative School District to require adult supervision of all students while using computers that have access to the Internet. Students may not use computers with access to the Internet without adult supervision. Students must be aware of and are responsible for abiding by this condition.

The Internet and the District's technology resources and network service are valuable resource and research tools that provide timely information to users along with the ability to instantaneously download information. Although the Internet provides many resources and opportunities for learning, it also contains information that may be illegal, defamatory, inaccurate, or offensive. It is the District's intent to make the Internet accessible to its students solely for educational purposes. However, the District cannot guaranty the appropriateness or accuracy of the information that students may access on the Internet. The District staff will strive to monitor and guide students in their use of the Internet.

For example, the Derry Cooperative School District may monitor on-line activities of users and will operate technology protection measures (filtering/blocking devices) on all computers with Internet access, as required by law and District policy. While our intent is to make Internet access available to achieve educational goals and objectives, **it is impossible to filter all Internet content or control the information available.** Students may find ways to access material which is inappropriate, controversial, or which does not support the educational goals of the District. The student is responsible for not pursuing objectionable/inappropriate material and for reporting objectionable/inappropriate material to a teacher when found. Any offenses that violate this policy or any applicable law may result in discipline ranging from cancellation of the privilege of using District technology resources up to suspension/expulsion and the District contacting outside authorities and the police concerning the offense.

The Derry Cooperative School District is not responsible for the accuracy, quality and content of any material retrieved.

#### **Damage:**

It is the policy of the District that all users of the District's technology resources and network services are required to conduct themselves in an appropriate manner. All users should refrain from activity that may damage any technology resource equipment (e.g., tampering with or removing wires or keyboards from computers and jamming power cords and network wires into the ports on the machines) or network services (e.g., downloading software or other applications without prior approval). The District's technology resources and network services are costly to obtain and to maintain. The technology resources are complex electronic equipment intended for the use of all students who are responsible and respect the privilege of using such advanced equipment. Therefore, in addition to discipline under this policy, the family of any student responsible for intentionally damaging the District's technology resources may be liable for any financial loss incurred by the District.

#### **Examples of Acceptable Uses of the District's Technology Resources and Network Services are:**

- Support of assigned classroom projects
- Purposes consistent with the educational objectives of the District

**Examples of Unacceptable Uses of the District's Technology Resources and Network Services may include but are not limited to:**

- Interfering with the work of a student or faculty member or school operations
- Involvement in any activity that is prohibited by this policy or by any applicable law
- Engaging in non-academic endeavors
- Accessing an inappropriate website
- Using for personal or recreational purposes
- Accessing web-based personal e-mail accounts
- Employing for commercial use(s)
- Participating in a public forum(s), "blogging," "chat rooms," or instant messaging
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Cyber-bullying
- Damaging or altering either District or third party computers, computer systems, computer networks, peripheral devices, software, or data
- Violating copyright law or license agreements
- Plagiarizing or cheating
- Trespassing in teachers', students' or other third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Intentionally wasting limited resources, including bandwidth, server space, or printers
- Using the District's network/Internet connection for any illegal or restricted activity
- Any scheme to defraud or unlawfully obtain money or property from others
- Spreading or creating computer viruses
- Misrepresenting oneself in any e-mail communication or while accessing the network
- Accessing, using, or distributing another's login or password
- Violating any rules of behavior as listed in the school handbook
- Damaging or tampering with any technology resource equipment or network services

The District reserves the right to make individual written exceptions to the above restrictions upon requests to the network administration and to add further unacceptable uses as it deems appropriate to this policy.

**Privacy:**

Students and staff have no right of privacy with regard to their use of the Derry Cooperative School District's technology resources, including but not limited to any data transferred over the District's network or stored on District computers or any other District owned data storage media.

The District reserves the right to monitor, access, review, or retrieve any information transferred over the network or stored on District computers or any other District-owned data storage media or technology resource as defined in this policy. Users shall provide all passwords needed to access this information if requested by school administration.

The District may monitor on-line activities of users and will operate technology protection measures (filtering/blocking devices) on all computers with Internet access, as required by law and District policy. Networks and computer systems are maintained and managed by District personnel to insure reliability and performance and to accomplish the District's education goals.

### **Copyrighted and Proprietary Materials:**

All users shall respect the copyright and proprietary interests of owner's materials accessed through the District's technology resources and network services. Users may not copy any software, including District-owned software, without permission from the copyright holder, whether for personal use or other use because certain unauthorized duplication even for educational purposes may violate copyright law. The District recommends that if there is any question concerning the use of copyrighted material that students seek a teacher's assistance and staff with questions should contact the building principal or his or her designee.

### **Limitation of Liability:**

The Derry Cooperative School District makes no warranties of any kind, whether express or implied for the service it is providing. The District will not be responsible for any damages suffered through the use of its technology resources or network services. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions. The District assumes no responsibility for the accuracy or quality of information obtained through the use of technology resources or network services, the Internet and any related technology.

The Derry Cooperative School District will not be responsible for financial obligations arising through the unauthorized use of technology resources or network services.

### **Permission:**

If you have read the Derry Cooperative School District's Technology Acceptable Use Policy for Students and wish to give your child permission to use the Internet, the District's technology resources and its network services at school, please sign and return the following page.

### **Basic Guidelines for Personal Security on the Internet:**

- Do not give out any personal information such as your real name, home address, phone number, or parent's workplace.
- Never arrange to get together with someone you "meet" on-line without being accompanied by an adult you know and trust.
- Do not respond to any illicit or suspicious activities and immediately report them to your teacher, system administrator or your parents/guardians.

### **Responsibilities & Consequences:**

- I understand the Technology Acceptable Use Policy for Students.
- I will ask for assistance with any part of the policy I do not understand.
- I realize that if I violate this policy, my computer/network access may be canceled and that I could face additional discipline up to and including expulsion. I understand if I intentionally damage the District's technology resources or network services that, in addition to discipline, my family and I may be required to reimburse the District for any monetary loss incurred.

**Student:**

I have read the Derry Cooperative School District's Technology Acceptable Use Policy for Students and hereby agree to be responsible for and abide by this policy. I understand that any violation of this policy may result in my loss of privileges to access the District's technology resources and/or additional disciplinary action as determined by school administration.

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

**Parent:**

I have read the Derry Cooperative School District's Technology Acceptable Use Policy for Students and give permission for my child to use the District's technology resources. I understand that students may access controversial or offensive material in spite of the District's use of content filters. I understand that my child may lose access to the District's technology resources if the policy is violated. I also understand that any violation of this policy by my child may result in the child's loss of privileges to access the District's technology resources and/or any additional disciplinary action as determined by school administration. In addition, I further understand that in certain circumstances where my child intentionally causes damage to the District's technology resource equipment or network services, the school administration may seek reimbursement from me for any monetary loss incurred as a result of that damage.

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

**Sponsoring Teacher:**

I have read the Derry Cooperative School District's Technology Acceptable Use Policy for Students and agree to promote this agreement with the student.

As the sponsoring teacher, I agree to instruct the student on the acceptable use of the District's technology resources and proper network etiquette. I cannot be held responsible for the student's use of the District's Technology Resources when outside my supervision.

Sponsoring Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_