



## **COMPUTER RESOURCES ACCEPTABLE USE POLICY**

The North Shore Regional Vocational School District provides computer resources and Internet access to support teaching, enhance learning, and improve administrative efficiencies. Anyone who uses the district's computer resources must follow the guidelines outlined in this policy. The use of computers and the Internet in the North Shore Regional Vocational School District are a privilege, not a right, and failure to follow these guidelines will result in loss of privileges, disciplinary and/or legal action, including any resulting financial liability.

### **Definitions**

As defined in this policy, the term computer resources includes, but is not limited to: all computers; printers, scanners, modems, peripheral equipment; networking equipment and lines; all software and files; multimedia, video, laser, cable, TV, telephone, and fax equipment; language lab equipment; Internet, email and/or other online accounts; as well as computer supplies such as blank disks, etc.

The term "user" includes, but is not limited to: students, teachers, staff members, administrators, and members of the community who use the district's computer resources.

### **Computer Use**

Students must sign and return the Acceptable Internet and Computer Use Agreement before being allowed to use any of the district's computer resources. This form must also be signed by a parent or guardian indicating his/her understanding of this policy, and his/her acceptance of liability for damages resulting from the intentional disregard of these guidelines by his/her child. The Acceptable Use Agreement will stay in effect as long as the student is enrolled in the North Shore Regional Vocational School District.

### **Internet Use**

The Internet is a vast computer network full of superb educational opportunities. Its sheer size and the fact that it is used by people from all walks of life mean that it is bound to contain some information that is inappropriate for schools and their students. As in any public situation, there are safeguards, however, that protect the majority from the relative few who might not use good judgment. North Shore Regional Vocational School District will strive to protect all of our users from inappropriate access to the Internet. As a practical matter, it is not possible for the district to take responsibility for all information obtained through outside sources, however, including the Internet. Ultimately, each user must take responsibility for his/her actions and take the necessary steps to safeguard themselves. Attempts by a user to visit "objectionable" sites may result in immediate revocation of computer privileges.

It is understood that any classroom teacher or other staff member may deny a student permission to engage in Internet usage when, in the opinion of that teacher or staff member, said student has not shown the level of responsibility necessary to be trusted with that privilege or has abused that privilege in the past.

## **Internet Safety Guidelines**

In compliance with the Child Internet Protection Act (CIPA), North Shore Regional Vocational School District has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors. The software works by scanning objectionable words or concepts, as determined by the School District. However, no software is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or a supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Students and staff may not disable the districts filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff (Technology Coordinator and/or Principal) may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

## **Acceptable Use Guidelines**

Adherence to the following guidelines will insure a positive and productive learning environment for all:

- **Respect the school's property**

All computer resources at the schools are the property of the North Shore Regional Vocational School District. No one may intentionally damage or tamper with any school or district property. None of the schools' computer resources may be used for any illegal or unethical activity. In addition, they must be used for educational purposes only and may not be used to sell anything, or to create anything that is sold, unless it is done for the purposes of fundraising with the prior knowledge and consent of the Principal.

- **Respect and adhere to copyright laws**

All software has specific licensing agreements which must be strictly upheld. Unauthorized copying is not permitted. Statutory and financial penalties exist for violating licensing and copyright agreements.

To insure compliance with copyright laws, only software that is purchased by the district may be installed on any school computer or network. Exceptions include free or donated software, and evaluation copies of software legally obtained. In cases where software has been personally purchased by teachers, it must be registered with the Technology Coordinator before it is installed on any computer to ensure compatibility, appropriateness, and that proper licensing has been secured. Games of any type may not be installed on school computers without the express approval of the Principal and/or Technology Coordinator.

- **Respect others' individual property rights and privacy**

Existing rules against plagiarism apply to information gathered through the use of CD-ROM encyclopedias and other software, as well as through the use of the Internet. Electronically stored information is considered tangible property and may not be tampered with. Files on networks and users' disks are considered personal property. Users must always respect each others' privacy. The district does, however, reserve the right to examine and remove the content of files to insure compliance with these guidelines.

- **Respect others' right to freedom from harassment and intimidation**

The following restrictions against inappropriate speech and messages apply to all speech communications and accessed through the Districts Internet System, including all e-mail, instant messages, web pages and web logs. Users shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages. Users shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudice or discriminatory attacks. Users shall not harass another person, or knowingly or recklessly post false or defamatory information about a person or organization.

Users may not create or copy files containing any profanity, obscenity, or other inappropriate materials. Users may not intentionally interfere with others' work.

Students' home and personal Internet use can have an impact on the school and on other students. If a students' personal Internet expression-such as a threatening message to another student or violent Web site-creates a likelihood of material disruption of the school's operations, students may face school discipline and criminal penalties.

Our District takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Student Handbook, as well as possible criminal penalties.

- **Use and share computer resources courteously and efficiently**

Users must understand and accept that there are restrictions on computer resources including storage space and time limits. Disk space must be conserved by deleting messages once they have been read and removing unused files. When asked to do so by a faculty or staff member, a student must immediately "sign off" from the system. Downloading of files from the Internet jeopardizes the health of the network by potentially introducing a computer virus and using large amounts of disk space. Therefore, downloading of files, and viewing or executing files sent as attachments to messages, may be done only with the prior consent of a teacher who is familiar with the schools' anti-virus procedures.

- **Help protect computer resources**

Users must safeguard the district's computer resources by taking reasonable precautions. Where available, surge protectors shall be used with all electrical equipment; anti-virus software shall be used whenever a file is copied between disks; the use of non-school issued floppy disks shall be minimized at the discretion of the teacher; regular back-ups of data files shall be made to protect users' work. Each user may be assigned a unique username and secret password. No account, username or password may be transferred or shared with anyone else. Each user is responsible for all the activity conducted under that account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times.

Users are not allowed to bring their own computers and/or laptop computers into the school and connect to the school's network/Internet without the approval of the Technology Coordinator.

Without prior permission from a teacher, staff member, or administrator, no student may:

- Turn a computer on or off
- Attempt to fix any computer resource that appears broken or jammed,
- Attempt to access any network operating software or system configuration files,
- Use a modem or telephone line,
- Install or delete software, or
- Change system settings including icons and colors.
- Use a non school-issued disk

Faculty and staff will supervise student use of the Districts Internet System and computers in a manner that is appropriate to the student's age and circumstances of use.

For the protection of students and to maintain the integrity of the system, no student may subscribe to a newsgroup or listserv or participate in Internet relay chat or any other chat room. Basic rules of Internet Netiquette will be posted in each classroom and all students and staff should be aware of and follow them. These rules should include, but not be limited to the following:

#### **NETIQUETTE 101: Rules of the Online World**

- Never give out personal information anywhere on the Internet.
- Be concerned about getting personal email messages from anyone online asking you for personal information, attempting to arrange private meetings, etc.
- Do not bypass any security measures installed on this computer.
- Report to your teacher any violations of the first three rules listed above.
- Never use the Internet to harm other people in any way.
- Always ask for permission to use pictures or text from someone's Web Site in your work.
- Treat other online users as you would like to be treated - with respect.
- Protect your password(s).
- While at school, use the Internet only for school-related activities, homework, research, etc.

#### **COMPUTER USAGE GUIDELINES**

- Treat this computer as you would treat your own - with respect and proper care.
- Always ask for permission before using this computer.
- Use this computer only for school-related activities: homework, research, etc.
- Respect other people's files on this computer: Do not change, copy, delete, read, or otherwise access files that are not yours.
- Do not install or remove any software on this computer.
- Remember that others need to use this computer, too. Do not monopolize it.
- All software on this computer is copyrighted. Do not copy, distribute, or alter it in any way.

#### **• Report any misuse or abuse**

Any student, faculty, or staff member seeing another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or administrator as soon as reasonably possible.

The North Shore Regional Vocational School District is committed to providing secure and error-free computing and Internet access, and can not be held responsible for any loss or damages resulting from technical or other difficulties. The District reserves the right to change these guidelines.

**Reminder:**

**Any violation of this agreement or abuse of computer hardware, software, or the Internet will not only result in immediate termination of technology privileges, but also any appropriate consequences as defined or suggested by the school's student handbook and/or discipline policy.**

**In the event of a claim that a student has violated this policy, the District will provide the student with notice and an opportunity to be heard in the manner set forth in the Student Handbook.**

**North Shore Regional Vocational School District  
Acceptable Internet and Computer Use Agreement**

I, \_\_\_\_\_, and \_\_\_\_\_  
have read and understand the Computer Resources and Internet Acceptable Use Policies and agree to adhere to all the guidelines listed. We realize that inappropriate behavior may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. We release the North Shore Regional Vocational School District from any liability or damages which may result from the use of its computers, software, and networks.

As a student computer user, I accept full responsibility and liability for the results of my personal actions.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian, I understand that my son/daughter is required to follow our policy guidelines as defined. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for school-age children or young adults; and, while reasonable effort will be made on the part of the faculty and staff of the North Shore Regional Vocational School District to supervise student access to such information, my son/daughter is ultimately responsible for restricting himself/herself from accessing inappropriate information.

Please check the appropriate box and sign below:

- I therefore give my permission for my son/daughter to use internet resources under the provisions of this agreement.
- I do not give my permission for my son/daughter to use internet resources under the provisions of this agreement.
  - Computer technology is now considered to be a necessary and important everyday tool in the learning experience. Students will be expected to follow all of the guidelines previously defined in this policy.

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_