

THE SAU#41 COMPUTER NETWORK
ACCEPTABLE USE PROCEDURE
(revised April, 2009)

PREAMBLE:

One component of the SAU#41 Computer Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet - many of which have educational value.

Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes some potential for abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/ guardians of users who are minors) must understand that neither SAU#41 nor any District staff member controls the content of the information available from these other systems. Some information may be controversial and sometimes may be offensive. **The SAU#41 District does not condone the use of such materials.**

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the Internet, in the form of information resources-and opportunities for collaboration, exceed the disadvantages. We cannot vouch for the appropriateness of all materials found on the greater Internet, and it is technologically impossible to filter all access while still retaining a meaningful connection. However, SAU#41 has installed software to block access to those sites that are known to be counter productive to the educational use of the Internet. There will be **two levels of access** on the computer network. *One will be with the privilege to access the Internet with certain sites restricted, and the other will be with NO access to the Internet.* The parent/ guardian and the student will sign the appropriate permission slip indicating which level of access is preferred.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users will be using the system responsibly. Users should not expect that files stored on district servers would always be private. The school district reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, or access any activity on this network.

During school activities, teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for the same guidance as they exercise with other information sources such as television, telephone, movies, radio and other potentially offensive media.

The purpose of this document is to serve as a statement on the proper and acceptable use of various aspects of the **SAU#41** Computer Network, including but not limited to the Internet connection(s) provided.

EDUCATIONAL PURPOSES:

The purpose of the **SAU#41** Computer Network is educational. Users are responsible for ensuring that their activities adhere to generally acceptable educational standards. Within reason, freedom of speech and access to information will be honored.

It is the purpose of the **SAU#41** Computer Network to enhance established school curricula. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching the teaching and learning in **SAU#41**.

SAU # 41 does not support student web pages or student e-mail accounts on district servers at this time. Parents should be aware that student work may occasionally be published on the school web site. Students may be identified by first name or by initials only, and no personal information will be released. Students may occasionally participate in classroom projects involving e-mail under a teacher's direct supervision.

PRIVILEGE:

The use of the **SAU#41** Computer Network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. The **SAU#41** Computer Network shall consist of all computers, servers, printers, scanners, hubs, routers, switches, cabling connections within the SAU # 41 School District, and any device that may be connected to this network.

The school district's acceptable use policy for the Internet and school computers should not in any way be considered to restrict a student's use of a home computer. However, the district takes very seriously its responsibility to protect all students' privacy and personal safety and health interests. The school district reserves the right to investigate any parent or student complaints about potential or perceived violations of either a student's privacy or potential or perceived threats to student safety or health arising from use of a home computer by any student.

COPYRIGHTED AND OTHER PROPRIETARY MATERIALS:

All users shall respect copyright and proprietary interests of any materials accessed through the **SAU#41** Computer Network. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether

for personal use or the use of others. Duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution.

RESPONSIBILITIES:

All users shall assume full liability - legal, financial or otherwise - for their actions when using the SAU#41 Computer Network.

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, **passwords must not be shared or transferred.**

All users should not reveal their personal home address, home telephone number, or telephone numbers of any other individuals. E-mail messages are not private. Students must notify a parent/guardian and the system administrator or teacher immediately if any individual is trying to contact them for illicit or suspicious activities.

The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Acceptable Use Procedure and make appropriate use of the available resources.

Behaviors that can result in restriction/revocation of access privileges are categorized as either minor or major infractions. The consequences for exhibiting such behaviors are listed under Disciplinary Actions.

Due to the ever changing world of technology, parts of this document may be revised to reflect the current trends in technology. Any changes will be noted in this document on our Web site. Please check it regularly, as these changes will be effective immediately.
<http://www.sau41.k12.nh.us/>

Students K - 3 Brookline and Hollis Expectations

The SAU #41 computer network is a valuable educational tool for learning, sharing, and communication. We believe that student access to this network for educationally acceptable purposes is an important part of our curriculum. Staff closely monitors student use of computers and the Internet.

All Primary Grade Students will have access to the school network. The children will be allowed access to teacher approved Internet resources. They will use those resources in teacher directed research and/or activities.

Your child is expected to:

- Work in his/her own document file (network account)

- **Intentionally** logging in and/or accessing another child's file is not acceptable.
- Follow the teacher's directions
- Treat the technology equipment with respect
- Ask permission before printing or downloading any information
- Follow the Computer Lab Rules
- Never take anyone else's words or ideas and use them as their own (plagiarism)
- Always tell a teacher or responsible adult if they see inappropriate language or distasteful pictures while on line

RMMS and HPS do not support student web pages or student e-mail accounts. You should be aware that student work might occasionally be published on the school web site. Students will be identified by first name or by initials only, and no personal information will be released.

Our school has filtering software to assist in the prevention of accessing inappropriate material. However, due to the ever-changing nature of the World Wide Web, the content of any site cannot be guaranteed. We endeavor to equip our students with the tools to act responsibly while they are on the Internet. Remember, **your child will never be left unsupervised while on the Internet!**

Keeping this in mind, please review the following rules with your child:

- I will tell my teacher right away if I come across anything that makes me feel uncomfortable.
- I understand that the school Internet access is provided for learning (educational purposes).
- I will not download any files without my teacher's permission.
- I will not download games.
- I will abide by the classroom rules.

HPS and RMMS do not support student e-mail accounts or "free" Internet access. However, we feel strongly that the following rules should be discussed for the safety of your children.

- I will never access online "chat" rooms.
- I will never give out personal information, such as my address or telephone number.
- I will never agree to get together with anyone I meet online.
- I will never send anyone my picture or anything else without permission.
- I will not respond to any messages that are mean or that make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell a responsible adult right away so that he/she can contact the online service.

Students 4-6 Brookline and Hollis Expectations

The SAU#41 computer network is a valuable educational tool for learning, sharing, and communication. We believe that student access to this network for educationally acceptable purposes is an important part of our curriculum. Staff closely monitors student use of computers and the Internet, and we expect all users to abide by the following guidelines.

All Intermediate grade students in Brookline and Hollis will have access to the school network, using an assigned user ID and password. All students will have access to our school web page and other teacher approved Internet resources. Students will be expected to state their research objectives when using the Internet.

Our school district has filtering software to assist in the prevention of accessing inappropriate material. However, due to the ever-changing nature of the World Wide Web, the content of any site cannot be guaranteed. We endeavor to equip all students with the tools to act responsibly while they are on the Internet.

Your child will never be unsupervised while on the Internet. Keeping this in mind, we ask you to review the following “Rules for Using the Internet/Intranet” with your child. If you have any questions about the network’s curriculum activities, please call the computer labs at CSDA (673-0122) or HUES (465 - 9182).

The following is a list of our expectations for all students in grades 4-6 who use computers:

You are to:

- ◆ Be responsible for all work in your documents file (network account). Intentionally logging in and/or accessing another person’s files is not acceptable. Use your account for school related activities only.
- ◆ Treat the technology equipment with respect.
- ◆ Follow the computer lab’s rules.
- ◆ Always follow your teacher’s directions.
- ◆ Ask permission before downloading or printing any information or files.
- ◆ Never plagiarize documents or pictures. Plagiarism is copying the ideas or writings of others and presenting them as if they were your own.
- ◆ Always tell a teacher if you see bad language or distasteful pictures while you are online.

The following is a list of assurances students should make:

- ◆ I will never access online “chat rooms” at school (CSDA and HUES students do not have chat room access. Please consider discussing the home use of chat rooms).
- ◆ I will never give out personal information, such as my address or telephone number.

- ◆ I will tell my teacher right way if I come across any information that makes me feel uncomfortable.
- ◆ I will never agree to get together with anyone I meet online.
- ◆ I will never send anyone my picture or anything else unless I have specific directions or permission from my teacher.
- ◆ I will not respond to any messages that are mean or that make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away so that he/she can contact the online service. (CSDA and HUES students do not have e-mail accounts. Please discuss this for home use).
- ◆ I understand that the school Internet access is provided for educational purposes only.
- ◆ I will not download any files without my teacher's permission.
- ◆ I will not download games.
- ◆ I will not tell anyone my password.

SAU #41 does not support student web pages or student e-mail accounts on district servers at this time.

- ◆ Parents should be aware that students' work might occasionally be published on the school's web site.
- ◆ Students will be identified by first name or by initials only, and no personal information will be released.
- ◆ Students may occasionally participate in classroom projects involving e-mail under a teacher's direct supervision.

PLAGIARISM & TECHNOLOGY

Access to the Internet makes written text easily available to students for inclusion in reports. As with any resource material, text that is copied and incorporated into a report must be adequately identified and credited to the author/source. This holds true for both exact quotes of material and texts used as source material. Honesty in writing assignments and how to properly credit sources is taught throughout the elementary school years. Also taught is the fact that plagiarism is a form of stealing. It is the theft of intellectual property, and student work found to contain text copied from the Internet, or other resources, without proper credit will not be accepted. Plagiarism carries even more serious consequences as students move into higher grades and on into life. It is important for parents and teachers to promote academic integrity at this early stage of academic achievement. We are committed to helping students avoid the temptation of plagiarism. We strive to teach students how technology can aid their learning and, with your parental support, guide students down the path of academic honesty.