SCHOOLNET ACCEPTABLE USE POLICY

PURPOSE: The purpose of this Acceptable Use Policy is to communicate the procedures, rules and guidelines for the use of the Dover School District's Information System, collectively known as SchoolNET. The District has established this policy as a means to achieve the following goals:

- To provide for compliance with the Children's Internet Protection Act (CIPA.)
- To describe the methods used to provide for the confidentiality, integrity and availability of all SchoolNET resources.
- To communicate the District's limitation of liability concerning information systems.
- To define roles and responsibilities with regard to SchoolNET.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

Use of SchoolNET

The Dover School District is pleased to offer its students and personnel access to Dover School District's information system, SchoolNET. SchoolNET allows students, faculty and staff access to local network resources, as well as the Internet, and to communicate and collaborate with other individuals and groups around the world, significantly expanding their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each user is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

SchoolNET, has a limited educational purpose. Activities that are acceptable on SchoolNET include classroom activities, career development, high-quality personal research and all activities that relate to the day-to-day business of the Dover School District. All other use of SchoolNET or the Internet is prohibited. You may not use SchoolNET for entertainment purposes. SchoolNET is not a public access service, nor a public forum. You may not use SchoolNET for commercial purposes; this means you may not offer, provide, or purchase products or services through SchoolNET. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

The Dover School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Dover School District's disciplinary code, and the law, in your use of SchoolNET.

Accessing SchoolNET

SchoolNET is physically accessible via three methods, as follows:

- **Wired Ethernet connections** are available in all schools and classrooms for District-owned devices or staff or faculty personal devices with Technical Support Services Department approval.
- The **SchoolNET Secure Wireless Network** is available in all schools and classrooms. SchoolNET Secure is the wireless equivalent to SchoolNET and may only be connected to via District-owned devices only, or, Staff or Faculty personal devices with Technical Support Services Department approval.
- The **SchoolNET Public Wireless Network** is available in all schools and classrooms. This is an open network with Internet access available to students and staff, as well as the general the public while visiting our schools, with limited access to District resources.

"Users" are defined as all employees and students who have signed an Acceptable Use Form. All users (Faculty, Staff and Students) who wish to access SchoolNET or SchoolNET Secure must sign an Acceptable Use Form acknowledging the receipt of this AUP.

It is the responsibility of the user to become familiar with and abide by the rules of this policy and make appropriate use of the available resources. All users (or their parent or guardian) shall assume full liability – legal, financial, or otherwise – for their actions when using SchoolNET resources. All signed AUP's will be maintained in individual school building technology offices. Disciplinary issues will be dealt with by the appropriate district personnel.

Employees will be issued a user ID and password for access to SchoolNET and SchoolNET Secure. This password should not be shared with anyone else.

Students may access SchoolNET and SchoolNET Secure via a shared, generic guest account appropriate to their location (for example, a "WPS Student" account, or a "library" account.) This account will be provided to them by a teacher or librarian.

SchoolNET and SchoolNET Secure may only be accessed using District-purchased and/or District approved personal computers, laptops, wireless devices or other hardware. The computer systems, servers and software are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District.

Students of the Dover School District will be allowed access to SchoolNET resources during class time as well as during other periods designated as "open access," as follows:

- Grades K-4: will have limited use for specific projects by teacher request. Websites will be limited.
- Grades 5-6: use will be project-focused, adult-directed, and supervised. Websites will be limited.
- Grades 7-8: use will be adult-directed and monitored. Websites will not be limited, but student use will be monitored.

- Grades 9-12: students will have independent use, but on-line computers and website access will be monitored.
Let's just be sure teachers know this. Some may allow free ranging of search engines.

Bring Your Own Technology (BYOT)

"Bring Your Own Technology" (BYOT) is a model that allows teachers to use their personal devices such as laptops and iPads on the SchoolNET network while in their classrooms. Teachers who wish to BYOT are encouraged to do so, and should be aware of the following:

- You may connect your wireless device to the SchoolNET Public wireless network. While on this network you will have limited access to Internet-available District resources (27/7 resources) only. You will not have access to a printer.
- You may not connect your personal devices to SchoolNET via a wired Ethernet connection, nor by connecting to the SchoolNET Secure wireless network without the approval of the Technical Support Services Department.

Content Filtering And Internet Access

The Dover School District is in receipt of federal education funding and has installed Internet Content Filters in accordance with the Children's Internet Protection Act. Students and staff should self-monitor to determine appropriateness of material and activities. It is not our intent to curtail any academic freedom to use appropriate materials for educational purposes; all staff should evaluate material accessed on the Internet for use in the classroom.

No automated or electronic means are in use to track individual staff or student internet activity. Student access is shared via generic "Student" accounts; therefore, staff will also monitor students for inappropriate use of the Network.

Use of any technology used to bypass content filters is expressly forbidden, and will result in disciplinary action. Students should notify staff immediately if they mistakenly access material that does not comply with the Children's Internet Protection Act (CIPA.)

The Dover School District cannot monitor in accord with a multitude of different family values; therefore parents are encouraged to discuss values with their children.

Special authorization may be obtained from the School Administration or Librarian to allow exceptions to prohibited material in cases of legitimate research.

The District Email System

All district employees will be given an email address and mailbox. District policy does not call for active monitoring of user email with regard to appropriateness of content. All users are expected to exercise reasonable judgment on what is sent and received via District email. Additionally, users should have no expectation of privacy in their e-mail. If a user is believed to be in violation of the guidelines stated in this policy, or in violation of the law, a system

administrator or Administrator may need to gain access to private correspondence or files. E-mail messages, chat-room or Instant Message transcripts are subject to district review at any time. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

Email may be accessed via the following:

- Online from within the District and on the Internet via Outlook Web App (OWA) at http://mail.dover.k12.nh.us.
- From within the District via Microsoft Outlook Client.
- On teacher/staff smartphones via Exchange ActiveSync.

The District Web Site

The District shall maintain an Internet Web Site (www.dover.k12.nh.us) for the purpose of publishing and disseminating District information to the general public. Each school shall maintain its own sub-section of this Web Site. The District shall also maintain and online tool used for communication of classroom activities, such as homework and grades (in a secured fashion,) between parents, teachers, students and principals.

Only information of a public nature will be made available online. At no time shall student information appear online on a district site, except in specific cases where parental permission to publish has been obtained. Please contact your child's school for more information on policies regarding publishing of student information.

All Web publications shall feature adequacy of research, proper spelling and grammar and appropriate material.

The District Web Site may not be used to publish opinion.

Teachers may elect to maintain a web presence on their Schools website. Such a web site is considered a SchoolNET resource and thus must comply with the restrictions set forth in this policy.

The District reserved the right to remove material, or links to material, that are not reasonably related to District activities.

Social Networking and other 3rd party Web Sites

The School Board strongly discourages school district staff from socializing with students outside of school on social networking websites, including but not limited to MySpace and Facebook. All school ~~district~~ employees, faculty and staff who participate in social networking web sites, shall not post any school district data, documents, photographs or other district owned or created information on any such website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking web sites that violates the law, or school board policies. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable. Access of social networking websites during work hours on school district equipment for personal use is prohibited.

The Dover School District web site, along with individual school web sites, is hosted by SchoolCenter and constitutes the only official online source for District or School information. District, School or employee information located on other 3rd party web sites such as Facebook and Twitter are not guaranteed to be accurate and do not fall under this policy.

Responsible Personnel

- The District Technical Support Services Manager is responsible for overall administration, security and monitoring of SchoolNET and the email system. Any decisions involving significant changes to the system will be made by this manager, together with the Superintendent. The Technical Support Services Manager will also act as webmaster, maintaining overall management of the Web Site, and Edline.
- The District's Building Technology Coordinators are responsible for day-to-day activities relating to the maintenance and upkeep of SchoolNET.
- Technical Support Para-professionals assist Building Technology Coordinators and perform troubleshooting and maintenance of SchoolNET.
- School Building Librarians are responsible for the maintenance of school building web pages. Material on all web pages sponsored by the district must be updated on a regular basis.
- Teachers are responsible for maintaining their own their own web site content.
- Teachers also bear responsibility for monitoring student use of SchoolNET while the students are under their aegis.

24/7 Access to Resources

The District believes that 24/7 Access to SchoolNET resources such as email, documents and courseware will be vital to 21st Century learning. Therefore, it is the policy of the Dover School District to make as much information as possible available to teachers while outside of the District. External access to District resources is generically known as "24/7 Access."

Examples include our email system, which is available from home via Outlook Web App (OWA.)

24/7 Access to Resources should comply with the following criteria:

- Access to Resources should be secured with a username/password combination.
- Access to Resources should be validated with an x.509 certificate wherever possible.
- Personal devices should not be used to store the only copy of any given piece of District information. In other words, personal devices may contain a synchronized or locally cached copy of District data such as email, web pages or files, but not the ONLY copy of that information.

Disciplinary Actions

When inappropriate use of the Internet is determined through due process the result may be the cancellation of those privileges. The Technical Support Services Manager, together with the Superintendent, will determine what "appropriate use" is and their decision is final. The Technical Support Services Manager may close or disable an account at any time as required. The administration, faculty, and staff may request the administrator to deny, revoke or suspend specific user accounts. Any student identified as a security risk may be denied access.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm to the system as a result of a student's intentional misuse. Damage to a district system caused by willful misuse of the system is no different than any other damage caused by staff or students and is subject to the same discipline measures in school policies.

Legal References

RSA 194:3-d

47 USC Section 254, Children's Internet Protection Act

Rules 306.08 (9) (1)