

# SALEM COMMUNITY HIGH SCHOOL

## Network/Internet Acceptable Use Policy

### Policy on District-Provided Access to Electronic Information, Services, and Networks

The Board of Education of the Salem Community High School believes that the use of electronic networks, including the Internet, will promote educational excellence by facilitating resource sharing, innovation, and communication. It is the goal of the Board of Education to include the Network/Internet in the District's instructional program.

These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

The Network/Internet Acceptable Use Policy applies to all users of the Salem Community High School Network/Internet system.

### Curriculum

The use of the Network/Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students and shall comply with the selection criteria for instructional materials and library-media center materials. The Board expects the staff to utilize the Network/Internet throughout the curriculum and complement the present "traditional" instructional methods and media center resources. Students are encouraged to use the Network/Internet in acceptable ways as an essential element in the learning process. The Internet is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's Network/Internet connection must be in support of education and/or research, and be in furtherance of the School Board's stated goal, or for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer/electronic device with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of the filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent. Salem Community High School is responsible for connections on campus; parents assume responsibility for filtering content on electronic devices that leave campus.

Internet access is limited to only those acceptable uses as detailed in this policy. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in this policy, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the terms and conditions for stated in this policy.

## Terms and Conditions

The District's *Network/Internet Acceptable Use Policy* contains the appropriate uses, ethics, and protocol for the Network/Internet.

1. **Acceptable Use** – Access to the District Network/Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District, or for legitimate school business use.
2. **Privileges** – The use of the District's Network/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Administration will make all decisions regarding whether or not a user has violated this *Policy* and may deny, revoke, or suspend access at any time; the administrator's decision is final.
3. **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Using the network for financial transactions or personal gain
  - d. Wastefully using resources, such as file space, printing supplies, etc.;
  - e. Hacking or gaining unauthorized access to files, resources or entities;
  - f. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
  - g. Using another user's account or password;
  - h. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Do not reveal personal information such as social security number, addresses or telephone numbers.
  - b. Recognize that email is not private. An archive of all sent and received email is kept. Messages relating to or in support of illegal activities may be reported to the authorities.
  - c. Do not use the network in any way that would disrupt its use by other users.
  - d. Consider all communications and information accessible via the network to be the property of Salem Community High School.
5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Policy*.
7. **Security** – Network security is a high priority. If you can identify a security problem on the Network/Internet, you must notify the system administrator or Principal. Do not demonstrate the problem to other users. Attempts to log-on to the Network/Internet as a system administrator will result in cancellation of user privileges.
8. **Authorization** – All users of the Salem Community High School Network/Internet facilities need only sign the *Authorization for Network/Internet Access* once while enrolled or employed by the School District.

## **Use of Email**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## **Publication of Student Work and/or Pictures**

In furtherance of the School Board's stated goal, the Salem Community High School website has been developed. Through this site increased communication between students, parents, teachers and other entities will be achieved. From time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Credit will be given to the author of published work(s). Photographs of students will not carry identifiable information such as the student's complete name or other personal information. The student and parent(s)/guardian(s) should indicate on Part C of the *Authorization for Network/Internet Access* whether or not permission is granted for publication of student work/pictures.

## **Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students and staff engaged in producing web pages must provide the teacher with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Salem Community High School #600**  
**AUTHORIZATION FOR NETWORK/INTERNET ACCESS**

**PART A** (To be completed by all users.)

I understand and will abide by the above Network/Internet Acceptable Use Policy. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection and having access to public networks, I hereby release the Salem Community High School District #600 and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Network/Internet.

Name \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART B** (To be completed if the user is a student.)

Student Grad Year \_\_\_\_\_

I have read the Network/Internet Acceptable Use Policy. I understand that access is designed for educational purposes and that the District has taken precautions to eliminated controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Authorization with my child. I hereby request my child be allowed access to the District's Network/Internet.

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART C – Permission for Publication of Student Work/Pictures**

I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

\_\_\_\_\_ My child's work and/or photograph may be published on the Internet

\_\_\_\_\_ I would prefer that my child's work and/or photograph not be published on the Internet

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_