

GUILFORD PUBLIC SCHOOLS

ACCEPTABLE USE POLICY

Telecommunications is radically changing the way the world accesses information. A computer network, linked to the Internet, an international computer network made up of many contributing networks, represents a powerful educational resource unlike anything that precedes it. The primary purpose of use of the Internet and Guilford Public Schools Network shall be to increase student learning through education and research.

Using Internet resources both locally and world-wide, users can:

- Access search materials to meet their educational and research information needs.
- Consult with experts in various content area and unified arts fields.
- Connect with university and college libraries.
- Communicate directly with others locally or world-wide.
- Engage in electronic "field trips".

The skills required for using a computer network and the Internet are vital to the long term success of users when they enter higher education and/or the work force. The Guilford Public Schools offers its students access to its computer network (the Guilford Public Schools Network) and the Internet to enhance and support student learning.

The Guilford Public Schools are aware that the Internet is an unregulated communication environment in which information changes constantly, and that some of this information is inappropriate for users, based on age and/or development levels. Guilford educators will take an active role in ensuring that students and their parents are aware of the individual user's responsibility in using the Internet resources in an ethical and educational manner. Our goal is to provide individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

The Guilford Public Schools have developed the following policy regarding the acceptable use of its network and the Internet to establish each user's rights and responsibilities as well as to delineate certain prohibited activities.

RIGHTS: Members of the Guilford Public Schools Network community have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of network privileges and other disciplinary action.

1. **Privacy/Monitoring Notification.** All computer communication systems, and all communications and stored information transmitted, received, or contained in the Network's systems are Guilford Public Schools' property and are to be used only for school-related purposes. All members of the Guilford Public Schools Network community have the right to security in their electronic communications. However, to ensure proper use of the Network, Guilford Public Schools may monitor the use of the Network from time to time. This monitoring may include accessing a users correspondence or files. Prior to a search of correspondence or files, the user shall be notified and given an opportunity to be present during the search. In the event there is a reasonable suspicion that a user is using the Network in violation of the

guidelines stated in this Regulation, an administrator may gain access to correspondence or files without prior notice. There also may be a need to access user files as part of regular system maintenance. It is important that users recognize the fundamental differences between public (e.g. news or aliased E-mail) and private (e.g. e-mail) forms of communication, and shape their content accordingly.

2. **Equal Access.** All members of the network community will be granted free and equal access to as many network services as their technology allows. Use of the Internet is permitted if consistent with the mission and policies of the Guilford Public Schools. No single user should monopolize a computer or the network it uses. Users may be asked to remove files if total system storage space becomes low.
3. **Safety.** To the greatest extent possible, members of the Guilford Public Schools Network community will be protected from harassment or unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of an administrator. Users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers of the Network cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Internet.
4. **Intellectual Freedom.** The Guilford Public Schools Network supports a free and open forum for expression. However, the person posting an opinion should be aware that others may be openly critical of such opinions. Occasionally, a posted message may be met from outside the local school network community with especially harsh criticism (a practice known as "flaming" or "slamming"). It is best not to respond to such attacks. Personal attacks are not an acceptable use of the Network at any time. Guilford Public Schools does not officially endorse any opinions stated on the Network. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of Guilford Public Schools as a whole.

RESPONSIBILITIES: With the rights of membership in the Guilford Public Schools Network community come certain responsibilities. Users need to familiarize themselves with the responsibilities. Failure to adhere to them may result in the loss of Guilford Public Schools Network privileges or other disciplinary action.

1. Never share your password or account with anyone. You have full responsibility for the use of your account. All violations of this Regulation that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
2. Any attempt to degrade the performance of the Network is prohibited. Electronic chain letters and mail bombs are prohibited for this reason.
3. Obey the rules of copyright. Network community members must respect all copyright issues regarding software, information, and attributions of authorship. Commercial software may not be installed on the system without the express permission of the system administrators.
4. Do not post personal communications to a public forum without the original author's prior consent. To do this is a violation of the author's privacy. However, all messages posted in a public forum such as newsgroups or alias E-Mail may be copied in subsequent communications, so long as proper attribution is given.
5. Use of the Network for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
6. Avoid the knowing or inadvertent spread of computer viruses. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer

system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.

7. Use appropriate language. Profanity or obscenity will not be tolerated on the Network. All community members should use language appropriate for school situations as indicated by school codes of conduct.
8. Avoid offensive or inflammatory speech. Community members must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the Network.
9. Impersonations, anonymity, or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words.
10. Exemplary behavior is expected on "virtual" field trips. When "visiting" locations on the Internet, or using the video conferencing or screen sharing communication tools, community members must conduct themselves as representatives of both their class and the entire community as a whole. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of Guilford Public Schools Network privileges.

NETWORK ETIQUETTE AND PRIVACY: A Guilford Public Schools Network User is expected to follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite.
2. Never send or encourage others to send abusive messages.
3. Use appropriate language. Remember that the user is a representative of his/her school. What is written can be viewed world-wide! Never swear, use offensive or obscene words, or any other inappropriate language.
4. Privacy. Users should never reveal their names, home addresses and personal phone numbers nor the names, addresses and phone numbers of any other person.
5. Electronic mail. Electronic mail is not guaranteed to be private. Messages relating to, or in support of, illegal activities should be reported to an administrator.
6. Disruptions. Users must not disrupt the computer network in any way.

PROHIBITIONS: The use of the Guilford Public Schools Network for illegal, inappropriate or unethical purposes by students and staff is prohibited. More specifically:

1. Use of the Guilford Public Schools Network to facilitate illegal activity is prohibited.
2. Use of the Guilford Public Schools Network for commercial or for-profit purposes is prohibited.
3. Use of the Guilford Public Schools Network for non-school purposes is prohibited.
4. Use of the Guilford Public Schools Network for product advertisement or political lobbying is prohibited.
5. Malicious use of the Guilford Public Schools Network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
6. Hate mail, harassment, discriminatory remarks, and other antisocial communications on the Guilford Public Schools Network is prohibited.
7. The illegal installation, distribution, reproduction or use of copyrighted software on district computers is prohibited.
8. The Guilford Public Schools Network will not be used to obtain obscene or pornographic material. In particular, there is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of E-Mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability or religious or political beliefs. The E-Mail system should not be used to solicit or

proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-School District related solicitations.

9. Use of the Guilford Public Schools Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
10. Use of the Guilford Public Schools Network to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
11. Use of the Guilford Public Schools Network to misrepresent other users on the Guilford Public Schools Network is prohibited.
12. Use of Guilford Public Schools technology or the Guilford Public Schools Network for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
13. Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
14. The Guilford Public Schools Network shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
15. Use of the Guilford Public Schools Network which results in any copyright violation is prohibited.

SECURITY: Security on any computer system is a high priority because there are so many users. If any Guilford Public Schools Network user identifies a security problem, he/she must notify an administrator or teacher at once without discussing it or showing it to another user. The user must not use another individual's Guilford Public Schools Network account. Any user identified as a security risk will be denied access to the Guilford Public Schools Network.

CONSEQUENCES: A Guilford Public Schools Network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access the Guilford Public Schools Network. Other appropriate disciplinary procedures may take place, as needed.

Illegal use of the Guilford Public Schools Network, intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

STAFF USE REGULATION FOR GPS NETWORK ACCESS

The following constitutes the Superintendent's Regulations for the Guilford Public School District on the use and monitoring of the School District's computer network (the Guilford Public Schools Network), including Internet access and E-Mail. This Regulation is applicable both to internal Guilford Public Schools Network use as well as external communications through the Internet. This Regulation may be changed by the school district at any time.

USE GUIDELINES AND REQUIREMENTS

The primary use of the Guilford Public Schools Network shall be in support of education and research and must be consistent with the purposes of the school district. The Network will be used to support the school district's curriculum, the educational community, projects between schools, communication and research for district students, teachers and administrators.

The Guilford Public Schools Network will not be used for illegal activity, for profit purposes, lobbying, advertising, to transmit offensive materials, hate mail, discriminatory remarks, or to obtain obscene or pornographic material. In particular, there is to be no display or transmission of sexual explicit images,

messages, or cartoons, or any transmission or use of E-Mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability or religious or political beliefs. The E-Mail system should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-school district related solicitations.

Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

Staff users shall not intentionally seek information on, obtain copies, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Guilford Public Schools Network.

All communications and information accessible via the Guilford Public Schools Network should be assumed to be private property and shall not be disclosed except for school district purposes consistent with the objectives of this Regulation.

Illegal use of the Guilford Public Schools Network, intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

LIMITATION OF LIABILITY: Guilford Public Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Guilford Public Schools will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to loss of data as a result of delays or otherwise, non-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. Guilford Public Schools will not accept any responsibility for the accuracy of information obtained through the Internet.

In no event shall the school district be liable to any user for any damages, whether direct, indirect, special or consequential, arising out of the use of the Internet, accuracy or correctness of data bases or information contained therein or related, directly or indirectly, to any failure or delay of the school district in providing access to the Internet.

Please print student's full name on the line above

STUDENT ACKNOWLEDGMENT:

I understand and agree to the terms of the attached Guilford Public Schools Acceptable Use Regulation. I understand that any violation of these terms or misuse of the system may result in the loss of Guilford Public Schools Network privileges, appropriate legal action, and other disciplinary measures. Misuse may exist in many forms and shall include, but not be limited to, any messages sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, and other issues listed in the Regulation.

All of the rules of conduct described in the Guilford Public Schools Acceptable Use Regulation apply when I am on the Guilford Public Schools Network and the Internet.

Student Signature

Date

PARENT OR GUARDIAN ACKNOWLEDGMENT:

Students must also have the signature of his/her parent or guardian who has read the Guilford Public Schools Acceptable Use Regulation.

As the parent or guardian of _____ I have read the attached Guilford Public Schools Acceptable Use Regulation and understand that access to and utilization of the Guilford Public Schools Network is designed for educational purposes. I understand that it is impossible for Guilford Public Schools to restrict access to all controversial materials, and I will not hold the school district responsible for material acquired on the Internet.

I accept full responsibility for supervision if, and when, my child's use of a computer or the Internet is not in a school setting that may include access to the Guilford Public Schools Network.

I hereby give my permission for my child to use the Guilford Public Schools Network and the Internet and to be issued a Guilford Public Schools Network account. I certify that the information contained on this form is correct.

Please print the parent's or guardian's full name

Parent or Guardian Signature

Date

Policy

Adopted: July 19, 1999

Revised and approved: March 14, 2005

GUILFORD PUBLIC SCHOOLS

Guilford, Connecticut