

## **RAYMOND SCHOOL DISTRICT - EGA-R**

### **Acceptable Use Procedures: Staff**

For purposes of these procedures, “staff” refers to the Raymond School District employees, contracted service personnel, SAU employees and any volunteers working within the District or schools.

The responsibility of the staff is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Staff Handbook and all other applicable school policies.

#### I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, these Acceptable Use Procedures shall serve as a statement on the appropriate use of the various technology resources available to all authorized staff of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (e-mail), website (www.sau33.com) and Internet access. It is the Raymond School District’s goal to enhance educational excellence with the assistance of these technology resources.

##### A. The Internet

The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. All staff must be aware that the Internet’s power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Raymond School District does not condone the use of such materials at any time and prohibits the use of the Raymond School District technology resources for these purposes. It is technologically impossible for the Raymond School District or any District staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all staff will be held responsible for ensuring that their activities adhere to the District’s Acceptable Use Procedures and policy, EGA-Internet Access, and to generally accepted educational standards as outlined in other applicable District policies.

The Internet also provides new and exciting interactive communication technologies. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Staff use of Raymond School District Network/Internet access to participate in these interactive technologies must be related to District business or have an educational purpose, and be sanctioned by the District.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Raymond School District. The Raymond School District firmly believes that the

educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

#### B. Raymond School District Web Presence

The Raymond School District's presence on the Internet has been established to communicate the happenings of the Raymond School District with staff, students, parents, community members and the world. The Raymond School District's website ([www.sau33.com](http://www.sau33.com)) is intended to convey general information about the District's schools, events, curriculum or programs of study, and policies and procedures. Sections must be responsibly developed. All information or material must be professional, ethical and meet the standards required of other District publications. It is not a forum for regularly hosting publications for non-Raymond School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the School District or School's section is a violation of these procedures, subject to disciplinary action.

The Acceptable Use Procedures Agreement Form is a contract. As part of this contract, the Raymond School District reserves the right at any time, without advance notice to staff, to monitor, access, modify, remove, review, and/or retrieve the subject, content and appropriateness of any and all information stored or transmitted on the Raymond School District's Website, hyperlinks, or web pages attached to these sections.

Employees may create electronic homepages, publication pages, information pages and personal pages that carry out official business in support of the District's mission. Contents of all such electronic pages must be consistent with District policies, procedures, regulations, and local, state, and federal laws. Employees must advise the appropriate administrator of the site and request a review and authorization prior to the site/page being attached to the District web site section. Administration will review and respond within ten (10) school days of the request. Personal pages are not the purview of the District and no District resources may be utilized in the creation of these pages. All school-related employee-generated websites must be linked to the [www.sau33.com](http://www.sau33.com) Website.

#### II. Responsibilities

Staff is responsible for appropriate and professional behavior when using the Raymond School District technology resources, just as they are in a classroom or other District function. As outlined in the Staff Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for staff to conduct research, gather information and communicate with others for educational purposes. The Raymond School District technology resources shall not be utilized for personal, commercial or other non-educational purposes.

Acknowledging that the potential for abuse of the Network/Internet exists, all staff must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources. All staff shall assume full liability, whether

legal, financial or otherwise, for their actions when using the Raymond School District technology resources.

Responsible use of the Raymond School District technology resources by staff includes, but is not limited to:

- i. Conducting themselves in ways that are not harmful or deliberately offensive to others;
- ii. Using the technology resources for legal and legitimate educational purposes;
- iii. Using e-mail and other forms of direct electronic communication appropriately. No personally identifying student information should be placed in email;
- iv. Only using the technology resources when authorized to do so as outlined in these procedures;
- v. Changing passwords regularly (IT notification required) or whenever current passwords may be known to others;
- vi. Closing all personal files and not leaving computer sessions unattended;
- vii. Immediately notifying the principal or appropriate District Administrator when it is known that others are utilizing the District's technology for unlawful or suspicious activities.

### III. Privilege

The use of the Raymond School District technology resources is a privilege and not a right. The Raymond School District technology resources are only for legitimate educational purposes for students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

- i. Interfering with the normal and proper operation of the Raymond School District computers, network, e-mail system, website, Internet access, or other technology tools;
- ii. Adversely affecting the ability of others to use equipment or services;
- iii. Trespassing in another person's folders, work, files or e-mails;
- iv. Storing or transferring unnecessarily large files;
- v. Accessing, viewing, storing, creating, transferring or otherwise using any text, image, movie or sound recording that contains potentially harmful material, pornography, profanity, obscenity or language that offends or tends to degrade others;
- vi. Attempting to download or install any software on the computers without permission from the District's Technology Director/designee;
- vii. Sharing individual passwords with others;
- viii. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- ix. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

- x. Sending hate mail, anonymous messages or threatening messages;
- xi. Sending “chain” type letters and unsolicited bulk mails (spamming);
- xii. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- xiii. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;
- xiv. Wasting resources;
- xv. Using invasive software such as viruses, worms and other detrimental activities;
- xvi. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
- xvii. Attempting to log-on to the network as the system administrator;
- xviii. Using someone else’s password;
- xix. Misrepresenting oneself as another user;
- xx. Changing files that do not belong to the user;
- xxi. Revealing personal information about others;
- xxii. Infiltrating, disrupting or interfering with others use of the Raymond School District technology resources or infiltrating, disrupting or interfering with others use of outside computing systems or networks;
- xxiii. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xxiv. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- xxv. Involvement in any activity prohibited by law or School District policy;
- xxvi. Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above;
- xxvii. Using school technology or network resources in hacking attempts or attempts to otherwise compromise system security including attempts to bypass the filtering system.

The Raymond School District reserves the right to add and include additional behaviors and activities to the above list.

Use of District technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate District administrator.

#### IV. Intentional Violations

The District is aware that violations of these procedures may occur under circumstances where the staff is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the staff member to immediately exit such site as quickly as possible, and report the event to the building administration. The District is also aware that commercial vendors may secure e-mail addresses of staff members and use these addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention or desire to access or transmit the offending information or material. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The

District reserves the right to discipline any staff member for violations of these procedures where it is apparent that the staff member knew, or should have known that violations of these procedures were likely to occur as a result of the actions, or inactions, of the staff member in question. As soon as possible, staff shall request that IT personnel delete the inappropriate material from the District's computer systems, unless the preservation of such material is necessary to pursue disciplinary action. To the degree possible, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the system administrator so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of these procedures.

#### V. Reporting Infractions

If violations of these procedures occur, all staff are required to immediately notify the school principal or appropriate District employee of the school where the infraction occurred, or where the staff person is based. The school principal or appropriate District administrator shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.

#### VI. Disciplinary Actions:

Staff violation of the Acceptable Use Procedures and /or other Raymond School District policies shall result in, but is not limited to, one or more of the following:

- i. Restriction, suspension or revocation of access privileges;
- ii. Written warnings or a letter of reprimand in the personnel file;
- iii. Other remedies, such as suspensions with or without pay and terminations as covered under New Hampshire law;
- iv. Referral to the appropriate legal authorities for possible prosecution;
- v. Civil liability.

Staff who are disciplined as a result of these procedures have the same appeal procedure as any disciplinary action.

#### VII. Privacy

Staff have no rights of privacy with regard to their use of the Raymond School District technology resources, which includes but is not limited to the Raymond School District computers, network, Raymond School District Website, e-mail, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and staff should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties, including but not limited to the Internet Service Provider.

A system administrator or other authorized District staff member may, at any time, without advance notice to staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. All staff are put on notice that deleted messages are never completely removed and may be retrieved or restored. Staff should save their work related files on an external storage device or the network in order to best preserve data. All staff shall frequently delete unnecessary files. During routine maintenance the system administrator may delete files stored on any of the Raymond School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, the responsibility for it lies with the staff. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or a staff's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at the staff member's own risk.

The Raymond School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with these regulations. Any and all violations of these procedures detected by the system administrator will be reported to the school principal or appropriate District administrator for disciplinary action.

#### VIII. Copyrighted and Other Proprietary Materials

It is the intent of the Raymond School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the District. All staff shall respect the copyright and proprietary interest of any materials accessed through the Raymond School District technology resources. Whether for personal use or for the use of others, staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine. The improper duplication or use of copyrighted materials is a violation of these regulations and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

#### IX. Enforcement

The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to some Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes by an adult. IT staff may override the technology protection measure to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

#### X. Exemptions

The District recognizes that the job requirements of several positions may conflict with the specific language of these regulations. Accordingly, the Superintendent or her/his designee may exempt such personnel from sections of the procedures as necessary to carry out their individual responsibilities. It shall be the responsibility of the Superintendent to develop a list of exempt personnel and to identify the specific sections of the procedures that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption.

The Raymond School District extends a thank you to the Londonderry School District for allowing us access to their acceptable use policy and technology guidelines.

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