

RAYMOND SCHOOL DISTRICT
Acceptable Use Procedures: Students

EGA-R

The responsibility of the students and the parents or guardians of students is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Student 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 students 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. Students and Parents/guardians should 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, students 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. Students using Raymond School District Internet access to participate in these interactive technologies without an educational purpose will immediately lose all Internet access privileges and may be subject to disciplinary action.

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 with staff, students, parents, community members and the world. The Raymond School District's website (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.

In order to maintain the safety of the Raymond School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parents or guardians. All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

II. Responsibilities

Students are responsible for appropriate behavior when using the Raymond School District and personally owned technology resources, just as they are in a classroom, a school hallway, or other school or District function. As outlined in the Student Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for students 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. Violations may result in disciplinary action, including restricted access or suspension of computer privileges, following a review of the incident.

Acknowledging that the potential for abuse of network resources exists, all students and parents or guardians of students who are minors must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources, including the District network. All students and parents or guardians of students shall assume full liability, whether legal, financial or otherwise, for students' actions when using the Raymond School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for the appropriate guidance of their children on the Internet, as they do with other information sources such as television, telephones, movies, radio or other potentially offensive media.

Responsible use of the Raymond School District technology resources by students include but are 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. Direct electronic communication will only be allowed in a supervised classroom environment;

- iv. Only using the technology resources when authorized to do so as outlined in these procedures;
- v. Changing passwords annually or whenever their current passwords may be known to others;
- vi. Closing all personal files and not leaving computer sessions unattended;
- vii. Immediately notifying a parent, classroom teacher, principal or appropriate District employee if others are using the District's technology illegally or trying to contact them for unlawful or suspicious activities.

Personally-owned Computing Devices

1. A student who wishes to use a personally-owned computing device in school must complete a Student BYOD (Bring Your Own Device) Registration and Agreement form. The form must be signed by the student and his/her parent/guardian. BYOD is for educational purposes in classes of participating teachers, and only when the use of personally-owned devices is permitted by the teacher.
2. The student is responsible for proper care of his/her personally-owned computing device, including any costs of repair, replacement or any modifications needed (including installation of up-to-date anti-virus software) to use the computing device at school.
3. The Raymond School District is not responsible for damage, loss or theft of any personally-owned computing device.
4. Students are required to comply with all Raymond School Board policies, administrative procedures and school rules while using personally-owned computing devices at school. Only the District's Student Guest Network will be accessible by students. Students may not access the internet through other services such as 3G and 4G services while on school property. Under no circumstances will students be allowed to access the Raymond School District's primary network.
5. Students have no expectation of privacy in their use of a personally-owned computing device while at school. The Raymond School District reserves the right to search a student's personally-owned computing device if there is reasonable suspicion that the student has violated Raymond School Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computing device.
6. Violation of any Raymond School Board policies, administrative procedures or school rules involving a student's personally-owned computing device may result in the revocation of the privilege of using the computing device at school and/or disciplinary action.
7. The personally-owned computing device may be confiscated when used by a student in school without authorization or permission, as required by these rules. The contents of the computing device may be searched in accordance with applicable laws and policies.
8. Use of personally-owned devices shall not be disruptive or in violation of any Raymond School District policy.

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 to 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. Disclosing personal information such as name, school, address, and telephone number outside of the school network;
- iv. Trespassing in another person's folders, work, files or e-mails;
- v. Storing or transferring unnecessarily large files;
- vi. 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;
- vii. Attempting to download or install any software on the computers;
- viii. Downloading software from the Internet;
- ix. Sharing individual passwords with others;
- x. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- xi. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;
- xii. Sending hate mail, cyber bullying, anonymous messages or threatening messages;
- xiii. Sending "chain" type letters and unsolicited bulk mails (spamming);
- xiv. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- xv. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;
- xvi. Wasting resources, including paper and toner/ink;
- xvii. Using invasive software such as viruses, worms and other detrimental activities;
- xviii. 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;
- xix. Attempting to log-on to the network as the system administrator;
- xx. Using someone else's password;
- xxi. Misrepresenting oneself as another user;
- xxii. Changing files that do not belong to the user;
- xxiii. Revealing personal information about others;
- xxiv. 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;

- xxv. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xxvi. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- xxvii. Involvement in any activity prohibited by law or school district policy;
- xxviii. Creating hyperlinks between the Raymond School District's Website and other Internet sites;
- xxix. Any computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above;
- xxx. 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 the District's technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate district administrator. The Raymond School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

IV. Violations

The District is aware that violations of these procedures may occur under circumstances where the student is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the student to immediately exit such site as quickly as possible, and report the event to the building administration. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The District reserves the right to discipline any student for violations of these procedures where it is apparent that the student knew, or should have known, that violations of these procedures were likely to occur as a result of the actions, or inactions, of the student in question.

V. Disciplinary Actions

Student violation of these 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 to technology resources;
- ii. Removal from a class activity;
- iii. Removal from a course;
- iv. Removal from an extracurricular activity;
- v. Detention, suspension or expulsion;
- vi. Referral to the appropriate legal authorities for possible prosecution;
- vii. Civil liability.

VI. Privacy

Students 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, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and students should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon, including network drive or portable memory devices. Students should realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties.

A system administrator or other authorized District staff member may, at any time, without advance notice to students, 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. Students are put on notice that deleted messages are never completely removed and may be retrieved or restored. Students should not save their personal work on computer hard drives, but rather should use the network or a portable memory device for saving their work. Students shall frequently delete old 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 expressed or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, students are responsible for the preservation of their own data. The District will not be held responsible for any damages a student may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own actions or a student's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. Students must fully understand that the use of any information obtained through the Internet is at the student's own risk.

The Raymond School District reserves the right to record all Internet addresses, screen activity, and electronic communications accessed by students. 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 district staff will be reported to the school principal or appropriate district administrator for investigation and/or disciplinary action.

VII. 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 students 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, students 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 this policy and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

VIII. Complaints

If violations of these regulations occur, the classroom teacher, school principal or appropriate District administrator shall be informed and all complaints shall be documented. Every effort will be made to protect the anonymity of the reporting person, but anonymity cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation and document the complaint and any disciplinary action taken.

Students who are disciplined as a result of these regulations have the same rights to appeal as with any disciplinary action.

IX. Enforcement

The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to 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. IT staff may override the technology protection measure to access a site with legitimate educational value.

Appropriate personnel will monitor use of District technology resources to ensure enforcement of the procedures.

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.

Adopted: April 16, 1998
Revised: November 4, 1999
Revised: September 20, 2001
Revised: May 16, 2001
Revised: May 16, 2001
Revised: August 2, 2006
Revised: May 6, 2009
Revised: June 20, 2012