

**NEW BOSTON SCHOOL DISTRICT NETWORKS & INTERNET**

Interpretation, application and modification of this regulation are within the sole discretion of New Boston School District. Any questions or issues regarding these regulations and policy should be directed to the SAU #19 Administration. Violation of any conditions of use described here and in the New Boston School District Networks and Internet Policy JICL may be cause for disciplinary action.

**Acceptable Use Regulations****Network**

1. The use of New Boston School District's Network is to promote the exchange of information to further education and research and is consistent with the mission of New Boston School District.
2. Use of the Network or its Internet connection is not for private or commercial business use, political or religious purposes.
3. Any use of the Network or its Internet for illegal activity is prohibited.
4. Use of the Network or its Internet to access obscene or pornographic material is prohibited.
5. District and School standards, regulations and policies regarding communications apply to Networks and Internet use.
6. Use of the Network or its Internet connection to harass or bully others, or to infiltrate a computing system and/or damage its software components is prohibited.
7. Users will make the most efficient use of Network resources to conserve bandwidth and minimize interference with other users.
8. Any use of the Network or its Internet connection to access outside resources is subject to and must conform to all district network policies.
9. Use of email, list serves, chat rooms, bulletin boards, blogs, wikis, forums, file sharing, media hosting and streaming sites, and other on-line services must be school related.
10. All Users are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.
11. Any attempt to circumvent content filtering or other network access control shall be considered a violation of this policy.

**Security**

12. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
13. Users will not share accounts with anyone or leave an account open or unattended.
14. Users will keep all accounts and passwords confidential and not accessible to others.
15. Users are responsible for making back-up copies of the critical documents.
16. User activity may be monitored at any time. Any activity may be questioned by the Superintendent or designee(s) and, if found to be in violation of this acceptable use policy, the user will be subject to disciplinary action.

**Software**

17. Users will not willfully introduce malware including but not limited to virus, Trojans, spyware, adware, etc. on to the District's equipment or networks.
18. The illegal installation of copyrighted software or files for use on District computers is prohibited.
19. No software may be installed without the written approval of the Principal or designee(s).

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20. E-mail is provided to District staff for the purpose of exchanging information consistent with the mission of SAU #19 and the New Boston School District.
- a. E-mail shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - b. E-mail messages are subject to District review at any time.
  - c. District standards regarding communications apply when accessing school resources through other networks.

Files, including email messages, should be reviewed and deleted as appropriate from our servers regularly to conserve drive space. The email server is not an email retention system. It is the responsibility of the end user to back up and store important school related communications.

**Copyrighted Software**

Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

**Site Licensed Software**

Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally only by Technology Department Staff to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

**Network Use Software**

Network use software is purchased with a license that defines use by a limited or unlimited number of concurrent users. This software is launched from a server, and use is regulated by server software. Unless permitted by the license, this software shall not be copied off of the server to individual devices or portable storage media storage. No software may be copied without written approval from the Principal or designee(s).

**New Boston School District Networks & Single License Software**

Single license software can be owned by a school, a department, or sub organization within the District. Such software shall not be copied to multiple machines or media in violation of the license agreement.

Such software owned by individuals in the District may be brought into the District under the following conditions:

- a. The user can prove ownership.
- b. The user adheres to the licensing agreement for that software.
- c. The user has registered software with the software company when required or necessary for using software.
- d. The user has registered the software with and has received permission to use the software from the Principal or designee(s)

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**Property Rights**

The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the District belongs only to the District and neither employees, volunteers, nor students in the District have ownership rights to any equipment loaned to them by the District. Extensive use of District equipment and software for commercial purposes is strictly prohibited and will subject the violator to disciplinary action. No person shall have exclusive use of District equipment unless authorized by the Superintendent/ designee.

**Data Security**

The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper consequences of those persons involved in such violations.

**Abuse/Neglect of District Property**

Users must take all reasonable care in handling and transporting this equipment to prevent it from being neglected, abused, damaged, or stolen, and will never leave it unattended in an unsecured location. Users will assume financial responsibility for any loss due to abuse or neglect. Users will submit a written incident report to the Principal or designee(s) for any non-warranty damage that occurs to systems in their possession.

**False Entry/Alteration**

No student, volunteer or District employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within the District nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Use of Personal Equipment on the District's Private Network**

The use of personal computing equipment including but not limited to computers, smartphones, tablets, and other devices on the District's Private Networks shall be prohibited except by contractors and vendors while performing services for the District. All use of personal systems on the District's Private Networks must be approved by the Principal or designee(s). The owners of these systems must be able to demonstrate that they have up-to-date virus protection software running on their computers. Network access for these systems will be limited to a wired connection.

**Use of Personal Equipment on the District's Public Networks**

The use of personal computing equipment on the District's Public Networks shall be allowed provided that all Acceptable Use Regulations contained in this document are followed. No access shall be provided or allowed to the District's Private Network or its servers from the Public Network. All use of personal equipment on the District's Public Networks is done at the user's own risk. The New Boston School District is not responsible for any damage or loss caused by such use. Providing a public wireless network is not to be interpreted as to authorize Bring Your Own Device (BYOD). The New Boston School District does not support, endorse or have policy directly related to BYOD.

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**Content Filtering and Activity Logs**

Access to the Internet from any school network, whether public or private, will be restricted by C.I.P.A. compliant content filter that is designated to block access to pornography or other inappropriate materials. A usage log of all internet access via these networks will be maintained for a period of 30 days.

**Enforcement**

The District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

**Teacher Logons on External Resources**

For teaching purposes within the context of their curricula, teachers may log on to external sites. Teachers must use accounts created specifically for in school use. Social media sites are subject to the guidelines as defined under Employee Electronic Communication in this regulation. Nothing in this policy prohibits employees, faculty, or staff from using electronic educational resources for any purpose consistent with the policy.

**Student Logons on External Resources**

Other than student logons provided by the district, including but not limited to blogs, forums, widis, apps, etc., any use of external resources that require student logons is prohibited unless otherwise authorized for use by the Principal or designee(s).

**Employee Electronic Communications**

All School district employees are reminded that they are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an educational enterprise. School District employees must maintain appropriate boundaries between students and themselves at all times. School District employees who violate this policy may face discipline and/or dismissal, in accordance with other district policies and/or collective bargaining agreements. For example, off-duty conduct involving electronic communication that is immoral may lead to discipline or dismissal.

- School district employees are prohibited from engaging in any electronic communication that violates the law, collective bargaining agreements, or school board policies. Accessing social networking websites, chatrooms, and blogs, and using any computers or any mobile device to send inappropriate text or instant messages during school hours are prohibited. The School District also discourages its employees from engaging in the following problematic conduct as such conduct may be immoral or illegal and/or demonstrate lack of appropriate boundaries that may lead to discipline or dismissal.
- Inviting students to be “friends” through an Internet site or accepting such invitations from students.

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- Knowingly socializing with students on social networking websites, chatrooms, blogs, and other websites, including but not limited to MySpace, Facebook, and Twitter.\Communicating with students via e-mail, instant message, text message, or other electronic means in an unprofessional, inappropriate, or offensive manner.
- Creating, possessing, managing, or having a website that contains prohibited content, pictures, video, or text, or other information or links to such information except for sites with an educational purpose. Using the Internet, e-mail, instant message, text message, or other electronic means to disparage or ridicule students in a manner that is disruptive to the operation of the school or is defamatory in nature.

All School District employees are reminded that personal information posted on the Internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of privacy may be unwarranted. Information posted on the Internet is routinely reviewed by potential employers and may impact future employment opportunities.

When using social networking websites, chatrooms, blogs, e-mail, instant message, text message, or other digital resources for personal purposes, School District employees, faculty and staff shall not post, use or share any private or confidential school district data, documents, photographs, student information, or other district owned or created material.

As a condition of using the New Boston School District's Network and/or equipment, I understand the use and access to networks (i.e. the Internet, Email or any other network services) is a privilege and agree to the following:

I will abide by such rules as adopted by the New Boston School Board including the New Boston School District Networks & Internet Acceptable Use Policy JICL/GBEF and the District's Acceptable Use Regulations JICL-R/GBEF-R.

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Acceptable Use Regulations (Continued)**

**ACCESS RELEASE AND AUTHORIZATION FORM**

1. All users are hereby notified that there is no expectation of privacy on District computing equipment, files, email, and other electronic data. The New Boston School District has the right to review any material produced and/or stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
2. All information and services available on the Internet and the New Boston School District Networks are placed there for informational purposes. I use these Networks at my own risk.
3. New Boston School District does not warrant the function of the New Boston District Network or its equipment. New Boston School District staff is not liable for any damage incurred in connection with the use, operation or inability to use the New Boston School District Networks.
4. In consideration for using the New Boston School District Networks and having access to Networks, I hereby release SAU #19, the New Boston School District and its officers, employees and agents from any claims and damages in connection with the use or inability to use this network.
5. I have read and agree to comply with the Acceptable Use Policy and Regulations. I also understand that any violation of the Policy or Regulations is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User Name: (please print): \_\_\_\_\_ School: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Statutory Reference:**

*RSA 194:3-d, School District Computer Networks*

47 U.S.C. Section 254, Children’s Internet Protection Act, Effective April 20, 2001

Proposed: 08/07/02

NHSBA Review: 01/23/14

Adopted: 09/12/02

Proposed: 04/08/15

Adopted: 05/13/15