

SAU 41

COMPUTER NETWORK ACCEPTABLE USE AGREEMENTS (AUA)

SAU 41 is pleased to provide network access to all students and staff of SAU 41. Access for students is provided specifically to support the academic goals of SAU 41. For staff, volunteers and other authorized users, access is provided with the intention of supporting students who are working toward these academic goals. This document details the acceptable use for all students attending the schools of SAU 41 and for all others who are employed, volunteer or provided access to the network in one or more of the buildings of SAU 41.

Following the core statement of acceptable use are three separate agreements. Every technology user associated with SAU 41 will be required to sign the appropriate agreement on an annual basis in order to be granted and maintain access to the SAU 41 network. The specific agreements are as follows:

Agreement 1: Kindergarten – 6th Grade Students and Parents

Agreement 2: 7th Grade – 12th Grade Students and Parents

Agreement 3: Staff, Volunteers and Other Authorized Users

The AUA is reviewed annually and updated as needed. Failure to adhere to the requirements of this AUA can result in loss of network privileges and/or disciplinary action(s).

AUA Core Statement

PURPOSE:

The purpose of this document is to serve as a statement on the proper and acceptable use of various aspects of the **SAU 41** Computer Network, including but not limited to the Internet connection(s) and other resources provided. In addition, this document should guide users to the appropriate use of these resources that enhance the educational mission of **SAU 41**. Users are responsible for ensuring that their activities adhere to generally acceptable educational and workplace standards. Within reason, freedom of speech and access to information will be honored.

It is the purpose of the **SAU 41** Computer Network to enhance established school curricula. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, enriching and supporting teaching and learning in **SAU 41**.

PRIVILEGE:

The use of the **SAU 41** Computer Network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. The **SAU 41** Computer Network shall consist of the following (but is not limited to): computing devices, firewalls, internet filters, servers, printers, scanners, routers, switches, cabling connections within the **SAU 41** buildings, and any device that may be connected to this network. Specifically, the guidelines outlined in these agreements also apply to any privately owned devices used in school during the course of the school day and/or at all times or by employees, volunteers and other authorized users in the course of their work.

SAU 41 reserves the right to investigate parent or student complaints about potential or perceived violations of either a student's privacy or potential or perceived threats to student safety or health arising from use of a home computer or personal, mobile device by any student. **SAU 41** provides Google accounts to users that include access to Google Apps for Education (i.e. Google Classroom, email, and web pages). Network storage areas and Google accounts will be treated like school lockers. SAU 41 may review files and communications to maintain system integrity and ensure that users will be using the system responsibly. Users should NOT expect that files stored and communications sent or received on district servers and within their Google account would always be private. **SAU 41** reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, or access any activity on this network. This includes students, staff and volunteers.

SAU 41 Google, network, and cloud accounts will be immediately disabled for inactive students, staff, volunteers and other authorized users.

EXPECTATIONS:

All SAU 41 technology users are expected to:

- Abide by the requirements in this document.
- Assume full liability - legal, financial or otherwise - for their actions when using the **SAU 41** Computer Network.
- Be fully responsible for the use of their account to view, create, transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, **passwords must not be shared or transferred.**
- Notify a parent/guardian and a teacher immediately if any individual is trying to contact a student for illicit or suspicious activities. Staff members and volunteers should notify their building administrator with any suspected illicit or suspicious activities. All users should not reveal their personal home address, home telephone number, or telephone numbers of any other individuals. E-mail messages are not private.

UNACCEPTABLE BEHAVIOR INCLUDES BUT IS NOT LIMITED TO:

- Circumventing the Internet filter
- Straying from the teacher's instructions
- Printing or downloading without specific permission
- Searching the Internet without authorization
- Failing to shut off equipment/log off equipment when the session has ended
- Attempting to log on as any other user
- Using information technology resources for commercial purposes, partisan political purposes, or for any unlawful purpose
- Using electronic media to harass or threaten other persons, or to display, design, copy, store, draw, print, or publish obscene language or graphics or inappropriately named BYOD devices
- Repeatedly or purposely engaging in activities which unreasonably tax computing and network resources or go beyond their intended or acceptable use
- Borrowing, lending, falsifying or misusing a computer account, or allowing, or facilitating the unauthorized access to use of school computing resources by a third party
- Using school computing resources to gain or attempt to gain unauthorized access to computing resources either inside or outside of school to include plugging personal devices into the wired network.
- Interfering with the operation of the school's information technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation
- Intercepting or attempting to intercept or otherwise monitor any communications not explicitly intended for him or her without authorization

- Copying, reading, accessing, using, misappropriating, altering, publishing or destroying computer files, output data, documents or other files of another individual or attempting to do so, without the permission of that individual, teacher, or authorized administrator
- Making, distributing and/or using unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes sharing of entertainment (i.e. music, movies, video games) files in violation of copyright law
- Violating the terms and conditions of software license agreements for software distributed by the school, by giving, lending, selling, or leasing such media or software
- Gathering, using or uploading student data to software applications or “cloud” applications without proper authorization
- Using electronic communications in any manner which violates school/District/SAU 41 policies and/or local/State/Federal laws

RELATED POLICIES

By signing Agreements 1 - 3, the signer agrees to comply with the following related policies:

Hollis Brookline Cooperative Policies

- GBEBD - Social Media - AUP
- GBEBD-R AUP and Social Media Regulations (TAP test)
- JICL - Internet access for students
- GBEF - Internet Access for Staff
- EHAB - Data Governance and Security

Hollis School District Policies

- JICL - (formerly EGA) - Internet access for students. Also addresses BYOD
- GBEF - Internet Access for Staff
- EHAB - Data Governance and Security

Brookline School District Policies

- EGA (to be renamed JICL) - Internet access for students
- GBEF - Internet Access for Staff
- EHAB - Data Governance and Security

LAST REVISION

June 6, 2018

REFERENCES and ACKNOWLEDGMENTS

This acceptable use agreement has been written with the assistance of the following:

- Hanover High School, Hanover, NH: School Acceptable Use Policy
- Windham High School, Windham, NH: WSD Internet Acceptable Use Policy

Agreement 1: Kindergarten – 6th Grade Students and Parents

Student Agreement (age appropriate restatement of AUA)

I will never access online "chat rooms" at school.

I will never give out personal information, such as my address or telephone number.

I will tell my teacher right away if I come across any information that makes me feel uncomfortable.

I will never agree to get together with anyone I meet online.

I will never send anyone my picture or anything else unless I have specific directions or permission from my teacher.

I will not respond to any messages that are mean or that make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away so that he/she can contact the online service.

I will abide by the classroom rules my teacher has laid out for us so that I will be online at educationally appropriate sites. I will also follow instructions so that I will be online for a reasonable amount of time.

I understand that the school Internet access is provided for educational purposes only.

I will not download any files without my teacher's permission. I will not download games.

I will not tell anyone my password.

By signing this agreement, I am saying that I understand the rules for using the Internet as listed above and will abide by them. I understand that a violation of the rules can result in my not being able to use the computers in school for a given period. The number of days I will be restricted from use will be determined by an administrator, taking into account my intention and understanding of the infraction.

Student Name (PLEASE PRINT)

Student's Signature

Date

Parent/Guardian Authorization

As a parent of the above named student, I have read and discussed the **SAU 41** Acceptable Use Agreement with my child. I understand that his/her access is designed for educational purposes. I understand that some materials accessed on this Internet may be illegal, defamatory, inaccurate, or potentially offensive and although **SAU 41** has taken precautions to filter these materials, such exposure may still occur. I understand that should my child commit any violation, his/her access privileges may be revoked and school disciplinary action may be taken. I accept all financial and legal liabilities that may result from my child's unacceptable use of the Internet. In addition, I accept full responsibility for the supervision of my child, if and when he/she uses the Internet outside of a school setting. I understand that my child's use of the **SAU 41** computer network and Internet services is entirely at his/her own risk and I hereby release **SAU 41** and agree to indemnify and hold **SAU 41**, its agents, officers, and employees, harmless, from any claims arising from or related to my child's use or unacceptable use of the Internet. Finally, I hereby give my permission to **SAU 41** to allow my child's access to the **SAU 41** Internet computer network.

Parent/Guardian Name (please print)

Signature (required)

Date

Agreement 2: 7th Grade – 12th Grade Students and Parents

In addition to the Acceptable Use Agreement Core Statement at the beginning of this document, the Hollis Brookline Middle and High School have delineated the following Disciplinary Information for those that violate the AUA.

MINOR

- Unauthorized "surfing," non-educational use of "chat" room (Internet relay chat conversations), multi-user domain (MUD) participation.
- Eating or drinking in any computer lab under any circumstances. Abusing the furniture in the labs - no rolling on chairs, etc. Wasting resources (paper, ink, etc.)
- "Chain" type letters.
- Improper shutdown of equipment (failure to log off or shut down at the end of the day). Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.
- Downloading or installing games.
- Plugging a device into the wired network.

MAJOR

- Any transfer of or involvement with inappropriate language. See next bullet.
- Hate mail, anonymous messages, threatening messages, harassment, racial, sexist and discriminatory remarks and other antisocial behaviors.
- Language degrading to others.
- Allowing others to use/control your account.
- Involvement in any activity prohibited by law.
- Plugging a device into the wired network (for the purpose of hacking).
- Intentional use of invasive software such as "viruses", "worms", and other such detrimental activities.
- Creating, viewing, storing or transferring obscene, sexually explicit or pornographic materials.
- Attempting to log on as any other user.
- Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction. Attempting to interfere with the normal and proper operation of this network or the Internet.
- Using a VPN to circumvent the firewall on personal devices

DISCIPLINARY ACTIONS:

Violation of this Acceptable Use Agreement will result in up to the following disciplinary actions:

First Minor Offense	Detention
Second Minor Offense	Computer use restricted or suspended for 10 school days
Third Minor Offense	Computer use restricted or suspended for 30 school days
Fourth Minor Offense	Computer use restricted or suspended for one semester (90 school days)
Major Offense	Computer use restricted or suspended for a minimum of one semester (90 school days)

A Computer Use Disciplinary Referral Form will be filled out by the faculty member supervising the student at the time of the infraction.

Other possible actions for major and minor offenses and for things like plugging a device into the wired network

APPEALS OF DISCIPLINARY ACTION:

Appeals of disciplinary actions may be made to the administration of the Hollis-Brookline Cooperative School District.

Student Authorization

Agreement 3: Staff, Volunteers and Other Authorized Users

General

Staff, volunteers and other authorized users are expected to demonstrate professionalism and personal integrity in all aspects of technology and/or computer use. Staff are considered to be all those as defined by collective bargaining agreements, administrators, allied health professionals, mid-level, non-union managers, substitute employees, coaches and SAU 41 Central Office employees.

Google Apps for Education (G Suite)

Employees have access to email, drive, sites, calendars, classroom, contacts, etc. for the sole use of supporting the educational goals of SAU 41 and the students who attend the schools of SAU 41. The purpose of Google Sites is to display school news, assignments, curriculum meetings or other related information for educational purposes as outlined in the AUA. It would be the responsibility of each staff member to monitor and update their pages, with special attention to monitoring all links.

It is the responsibility of all staff members to maintain student privacy at all times. Accounts are issued to individual staff members, and access cannot be shared with others (examples include but are not limited to substitutes, volunteers, presenters, and other staff members substituting for the staff member). Violations of this will be viewed as disciplinary in nature.

Data Agents and Managers

Per Policy EHAB, all District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

Staff, Volunteers and Other Authorized Users Authorization

I certify that I have read and that I understand the **SAU 41** Acceptable Use Agreement and the additional information above. I agree to abide by all the terms and conditions stated within. I understand that if I violate any terms or conditions set in this agreement, my Internet access privilege may be revoked and that I could be subject to disciplinary actions. I also understand that violation of this policy may subject me to criminal and/or civil liability. I agree to report any misuses of the **SAU 41** computer network or Internet services to my building administrator and building technology specialist. I will use the **SAU 41** computer network, Internet services entirely at my own risk and I hereby release **SAU 41**, and agree to indemnify **SAU 41** and hold **SAU 41**, and its agents, officers and employees harmless from any claims arising from my use of the **SAU 41** Computer network and Internet services.

Staff/Volunteer Name (PLEASE PRINT)

Signature

Date