

Responsible Computer, Network, and Internet Use

Overview:

The Portsmouth School Department provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff, and the public to exercise appropriate personal responsibility in their use of these resources. The School Department policies are intended to promote the most effective, safe, productive, and instructionally-sound uses of networked information and communication tools. The School Department also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Department maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen:

The Portsmouth School Department uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease, or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

Expectations:

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School Department's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Department policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the School Department's educational objectives, mission, and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on School Department devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on School Department-managed networks are the property of the School Department and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.

Policy Violations:

The School Department reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension, or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

Legal References:

RSA 194:3-d, School District Computer Networks

Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)