

## **SCHOOL DISTRICT OF GILMANTON - Technology and Internet Policy**

*Approved May 1996; Updated August 2011*

Internet service is now available to students and staff in the Gilmanton School District through a collaborative project with NTEC (formerly Nelson Telephone Cooperative). Our goal in providing this service is to promote educational excellence in the Gilmanton Schools by facilitating resource sharing, innovation, collaboration, and communication.

This policy attempts to outline the responsibilities of Internet and other technology users in the Gilmanton Schools. Please read the following policy carefully and return the enclosed form.

### GENERAL TECHNOLOGY USE

Computer and other technologies provide opportunities for students and staff. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school's computer labs and classrooms.

The following general guidelines apply to all technology use in the Gilmanton Schools: no student shall intentionally cause damage to any electronic equipment including hardware and software. This prohibition includes, but is not limited to the following:

1. Removing or exchanging any hardware or software component from any electronic system.
2. Deleting, renaming, moving, copying, or changing any file other than his/her personally owned files.
3. Tampering with installed software and files.
4. Attempting to gain access to unauthorized files.
5. Installing, copying, or knowingly infecting a computer system with a virus program.
6. Wasting technology resources including file space and printer paper.

### IMPLIED CONSENT

The use of Gilmanton School District technologies by faculty and students includes an implied consent to random, intermittent, temporary monitoring of material being viewed, created, edited, or otherwise engaged. No material monitored in such a manner will be maintained in any file of any kind. However, if this monitoring detects inappropriate use, the results of this monitoring will be used to pursue the imposition of consequences.

### THE INTERNET

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Through the Internet, students and teachers have access to:

- \*electronic mail communication with businesses, government department, universities, libraries, etc. all over the world;
- \*public domain and shareware software of all types;
- \*access to data bases such as those provided by universities, NASA, the Census Bureau, and other such agencies

### INTERNET USE

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Gilmanton Schools will take all precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may find controversial information. The Gilmanton School District firmly believes that the educational value of information and interaction available through the Internet outweighs the risks that users may procure material that is not consistent with the educational goals of the school district. Use of the Internet does carry some additional responsibilities.

#### 1. ACCEPTABLE USE

The purpose of the Internet is to support education in and among schools by providing access to unique resources. Use of the Internet at Gilmanton Schools during school hours is strictly limited to educational needs and purposes.

Unacceptable uses of the network include, but are not limited to:

- \*using the network for any illegal activity, including violation of copyright or other laws;

- \*using the network in ways which violate school policies and behavior standards;
- \*posting personal communications without the authors' consent;
- \*searching sites or sending material that degrades or does not respect others such as sexually explicit material; sites that advocate violence against anyone;
- \*cyberbullying (which includes, but is not limited to the following):
- \*posting slurs or rumors or other disparaging remarks about a student on a web site or weblog;
- \*sending e-mail or instant messages that are mean or threatening; or so numerous as to drive up the victim's cell phone bill;
- \*using a camera phone to take and send embarrassing photographs of students;
- \*posting misleading or fake photographs of students on websites.

## 2. PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use can result in suspension of privileges. The guidelines for suspension of privileges are as follows:

- a. First Offense - 30 days suspension of Internet access.
- b. Second Offense - 12 months suspension of Internet access.

In either case, students will be allowed to use the Internet where required for course work under the strict supervision of the teacher, at a time to be scheduled by coordination between teacher and student. In addition, the parent and/or guardian of the student committing the offense will be notified by phone by the principal regarding this disciplinary action.

## 3. NETIQUETTE

You are expected to abide by generally accepted rules of network etiquette.

- \*Be polite. Do not write or send abusive messages.
- \*Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- \*Do not reveal your personal address or phone number or those of students and teachers.
- \*Do not use the network in such a way that you would disrupt the use of the network by other users.

### ELECTRONIC MAIL

E-mail is traditional mail made very fast. People far removed from one another can send mail messages to each other electronically. This tool provides an excellent opportunity for students to communicate with each other and with other students and teachers throughout the world. The Gilman School District provides e-mail access through its network to students and teachers throughout the school day. As a service provided by the district, the use of e-mail at school is limited strictly to educational purposes.

The following guidelines govern the use of e-mail on Gilman School District resources:

- Absolutely no personal use of e-mail during school hours. Mail and attached files sent by e-mail in Gilman Schools is strictly limited to educational needs and purposes.
- Violations of e-mail use will be dealt with in the same manner as violations of use of the Internet.
- If unsolicited inappropriate e-mail is received by a student, that student must immediately notify the nearest teacher or administrator.

### ACCEPTABLE USE AGREEMENT

In order to provide Internet access to your child, the Gilman School District requires that an "Acceptable Use Agreement" be signed by each student, and if the student is under 18, by a parent or guardian. Please read this policy carefully and review it with your child. In accepting an account and use of the Internet, your child accepts the responsibility of use the network in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicates that you have read and agreed to our "Acceptable Use Policy". Signatures for the Acceptable Use Policy can be made on the policy signature page that is enclosed.

**SCHOOL DISTRICT OF GILMANTON  
INTERNET ACCESS ACCEPTABLE USE AGREEMENT**

In order to provide Internet access to your child, the Gilmanton School District requires that each student sign an "Acceptable Use Agreement", and if the student is under 18, by a parent or guardian.

Please read the enclosed policy carefully and review it with your child. In accepting an account and use of the Internet, your child accepts the responsibility of using the network in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicates that you have read and agreed to our "Acceptable Use Policy".

**STUDENT**

I understand and will abide by the terms and conditions set forth in the Gilmanton Schools Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken as well as any appropriate legal action taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date

**PARENT/GUARDIAN**

As a parent or legal guardian of the above named student, I grant permission for my child to access computer networked services including electronic mail and Internet. I have read the Gilmanton School District's Acceptable Use Policy. I understand that this access is for educational purposes. I also recognize that it is impossible for the Gilmanton Schools to eliminate all controversial material and I will not hold the Gilmanton School District responsible for materials acquired on the network. I hereby give permission for my child to access Internet services while at school.

**USE OF PHOTOS AND/OR PUBLICATION OF STUDENT PROJECTS  
ONLINE OR IN SCHOOL NEWSLETTER**

\_\_\_\_\_ **I grant permission** for my child's photograph, audio, video and/or displays of individual school projects to be published online or in the school newsletter.

\_\_\_\_\_ **I do not grant permission** for my child's photograph, audio, video and/or displays of their individual school projects to be published online or in the school newsletter.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Today's Date