

### Computers And Computer Networks

Access to school computer systems and the Internet is provided for school district purposes for students and staff as an educational or work related resource. For students, parents' permission is required to use the Internet. Access is a privilege, not a right, and that access requires responsibility.

Computer storage areas and floppy disks will be treated like school areas. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private. Users should also 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.

*Activities not permitted include, but are not limited to:*

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright laws;
6. Using others' passwords;
7. Trespassing in others' folders, work, or files;
8. Intentionally wasting limited resources; and
9. Conducting business related activities.

### *Electronic Mail Guidelines*

10. The content of electronic mail is not secure. Users must not disclose confidential information in electronic mail messages.
11. Time sensitive information should not be communicated by electronic mail since there is no guarantee that an addressee will receive, read, and/or respond to a message in a timely manner.

### Access to Internet by Minors

Minors accessing Internet services provided by the school shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational purposes.
2. Minors shall not use the school's technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.

4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet.

#### Access to Internet by Adults

Adults accessing Internet services provided by the school shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use the school technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

#### Technology Protection Measure

The school shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the school.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of the school.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

#### Publishing Guidelines

Students and staff will be allowed to produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff will monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.

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2. Individuals in pictures, movies, sound recordings, or student work may be identified only by their first name.
3. Parents/guardians must sign a release before a picture, movie, or sound recording student work will be published on the school's Website.
4. No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest. Violations of this policy will result in a temporary or permanent ban on computer or Internet use. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior, including termination of employment of school district employees or contractors. When applicable, police or local authorities may be involved.

Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act  
Public Hearing

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