

### III. Human Resources

#### K. Computer Network Acceptable Use

**Purpose:**

The purpose of this document is to establish a policy for the acceptable use of the computer network as a tool for learning in the school system of Narragansett, Rhode Island. In summary, the policy affirms that neither employees nor students may use the computer network to do any action or receive and/or communicate any language that the employee or student could not do in person. Any act or work prohibited by federal, state, and/or local law including NSS is forbidden by this policy. Additionally, the policy reflects that there is no expectation of privacy in the use of email or Internet communications when such communications occur over NSS provided equipment by NSS employees, student, or others.

**Introduction:**

Internet access is widely available to students and teachers in the school system. Before access may be obtained, the attached documents must be read carefully and the consent form must be signed and returned to the school.

**Computer Network Acceptable Use:**

1. The sole purpose of the computer based communications network is to support research, education, and administrative activities by providing access to unique resources and an opportunity for collaborative work. Each individual's activity on the network must be in support of education and academic research and consistent with the educational objectives of the Narragansett School System.
2. The use of the Narragansett School System computers is a privilege which shall be revoked at any time for inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful information on or through the computer system and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. The administration of each school will be the sole arbiter of what constitutes obscene or objectionable language or images.
3. All users must behave in a legal and ethical manner at all times. Users agree to adhere to all federal copyright rules. Any costs, liability, or damages caused by the way the user chooses to use his or her network access is the sole responsibility of the computer user.
4. Each user must abide by such rules and regulations of systems usage as may be announced from time to time by school personnel. Each school in the Narragansett School System reserves the right to add to or to change network guidelines for safety or educational reasons without notice.
5. Each school in the Narragansett School System reserves the right to any material stored on school computers, and will edit or remove any material which school administration, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The users will not use school computers to obtain, view, download, or otherwise gain access to such materials.
6. The computers and the computer services owned by the Narragansett School System are intended for educational use of its patrons, and any commercial or other unauthorized use of those services and materials, in any form, is expressly forbidden.

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7. Use of the Internet must be in support of education and research and consistent with the policies, rules, and guidelines of the Narragansett School System.
8. The Narragansett School System makes no warranties (expressed or implied) with respect to network services or the content of any advice or information received from the network system.
9. Computer users will not give any personal information about themselves or any other student or teacher including pictures, telephone numbers, addresses, or locations unless direct approval has been given by the school administration.
10. A policy of Internet safety is being enforced, which includes measures to block or filter Internet access for both minors and adults to certain visual depictions including obscene, pornographic, or materials that are harmful to minors with respect to use of computers with Internet access.
11. Penalties for inappropriate computer use and/or the damaging of the school system's computers and computer network will be strictly enforced up to, and including, expulsion from school, financial restitution, or any other actions or restrictions as deemed appropriate by the Narragansett School System.
12. Note that electronic mail (email) is not guaranteed to be private: People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

RULES

1. The following activities are unacceptable and are strictly forbidden:
  - a. Misusing copyrighted materials, software, sound recordings, or images.
  - b. Harassment of any sort (harassment as defined by established school system policy, local, state, and federal law).
  - c. Plagiarism.
  - d. Accessing sexually explicit or objectionable materials.
  - e. Disseminating destructive/disruptive material.
  - f. Advertising or other commercial activities unless approved by school administration.
  - g. Downloading non-educational files.
  - h. Violating the privacy of other users.
  - i. Unauthorized use of the school's name.
  - j. Distributing personal information such as name, address, and telephone numbers of any students or staff.
  - k. Damaging computer equipment, software, or network data.
  - l. Using obscene or inappropriate language, messages, or pictures in any format.
  - m. Wasting or inappropriate use of limited resources.
2. The user will follow guidelines as established by school staff for a specific project or report, along with all school rules for behavior and conduct.
3. The user will not interfere with, or alter the integrity of, the system at large by doing any of the following:

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- a. Impersonating other individuals in communication.
  - b. Attempting to capture or break encryption or passwords.
  - c. Destroying or altering data or programs belonging to others.
4. The user has the responsibility to assure the implementation of guidelines, including all of the following:
- a. Observing basic rules of courtesy at all times.
  - b. Helping maintain and sharing the use of the computer network system.
  - c. Discussing, with school staff, any ethical questions that arise.
  - d. Complying with the intended use of the system.
  - e. Assuring proper use of the system resources.
  - f. Assuring fair access to work stations.
  - g. Protecting school computers and network systems.
5. The user will follow the directions of school staff when submitting work for publication on the Internet or when participating in an on-line project. All directives must be strictly followed. All published or transmitted written materials must adhere to school policies and are subject to review.

SANCTIONS

1. Violation(s) of any of the above policy or rules shall result in loss of access.
2. Additional disciplinary action may be determined by the school staff in accordance with existing school district policies, procedures, rules, and regulations, including financial restitution.
3. When applicable, law enforcement agencies will be notified and involved.

1st Reading: March 19, 1997

Adopted: April 9, 1997

Revised:

1<sup>st</sup> Reading: July 19, 2006

2<sup>nd</sup> Reading: August 23, 2006

Narragansett School System  
Narragansett, Rhode Island