



## **NETWORKS & INTERNET USAGE POLICY**

**Adopted by the Board of Trustees on 9-12-17 with \*ammements**

**Interpretation, application and modification of this regulation are within the sole discretion of Granite State Arts Academy. Any questions or issues regarding these regulations and policy should be directed to GSAA Administration. Violation of any conditions of use described here and in Granite State Arts Academy's Networks and Internet Policy may be cause for disciplinary action. As a matter of practice, log files of network activity will be reviewed and destroyed. The log files will be reviewed and may be destroyed after two weeks unless evidence of any violations has been discovered. Only those files will be kept for the duration of any disciplinary action.**

### **Acceptable Use Regulations NETWORK**

1. The purpose of Granite State Arts Academy Network is to promote the exchange of information to further education and research consistent with the mission of Granite State Arts Academy.
2. Use of the Network or its Internet connection for private or commercial business use or political or religious purposes is prohibited.
3. Use of the Network or its Internet connection for illegal activity is prohibited.
4. Use of the Network or its Internet connection to access obscene or pornographic material is prohibited.
5. Granite State Arts Academy and school standards, regulations and policies regarding communications apply to Networks and Internet use.
6. Use of the Network or its Internet connection to harass or bully others, or to infiltrate a computing system and/or damage its software components is prohibited.
7. Users will make the most efficient use of Network resources to conserve bandwidth and minimize interference with other users.
8. Any use of the Network or its Internet connection to access outside resources is subject to and must conform to all district network policies.
9. Use of email, list serves, chat rooms, bulletin boards, blogs, wikis, forums, file sharing, media hosting, video streaming sites, music streaming sites, and other online services must be school related.
10. All Users are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.
11. Any attempt to circumvent content filtering or other network access control shall be considered a violation of this policy.

### **SECURITY**

12. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or the information of others.
13. Users will not share accounts with anyone or leave an account open or unattended.
14. Users will keep all accounts and passwords confidential and not accessible to others.
15. Users are responsible for making back-up copies of their critical documents.
16. Any activity may be questioned by the Head of School or designee(s) and, if found to be in violation of this acceptable use policy, the user will be subject to disciplinary action. User activity may be monitored at any time.
17. Users will not willfully introduce malware including but not limited to viruses, Trojans, spyware, adware, etc. onto Granite State Arts Academy's equipment or networks.

## SOFTWARE

18. The illegal installation of copyrighted software or files for use on district computers is prohibited.
19. No classroom software may be installed without the written approval of the Technology Director or designee(s).
20. Email is provided to GSAA staff for the purpose of exchanging information consistent with the mission of GSAA.
  - a. Email shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - b. Email messages are subject to GSAA review at any time.
  - c. GSAA standards regarding communications apply when accessing school resources through other networks.
21. Files, including email messages, should be reviewed and deleted as appropriate from our servers regularly to conserve drive space. The email server is not an email retention system. It is the responsibility of the end user to backup and store important school related communications.

**Copyrighted Software:** Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on Granite State Arts Academy's property that is connected to the network may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

**Site Licensed Software:** Site licensed software is that which can be used on any equipment at the site for which the software was purchased. This software can be copied legally only by Technology Department Staff to any equipment at the site belonging to the licensee. Unless permitted by the license, it shall not be copied to equipment not owned by the licensee. Before equipment is moved from one site to another, any site-licensed software shall be removed.

**Network Use Software:** Network use software is purchased with a license that defines use by a limited or unlimited number of concurrent users. This software is launched from a server, and use is regulated by server software. Unless permitted by the license, this software shall not be copied off of the server to individual devices or portable storage media. No software may be copied without written approval from the Technology Director.

**Granite State Arts Academy Networks & Single License Software:** Single license software can be owned by a school, a department, or sub organization within Granite State Arts Academy. Such software shall not be copied to multiple machines or media in violation of the license agreement.

**Such software owned by individuals in the District may be brought into the District under the following conditions:**

- a. The user can prove ownership.
- b. The user adheres to the licensing agreement for that software.
- c. The user has registered software with the software company when required or necessary for using software.
- d. The user has registered the software with and has received permission to use the software from the Technology Director.

**Property Rights:** Granite State Arts Academy has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by Granite State Arts Academy belongs only to Granite State Arts Academy and neither employees, volunteers, nor students in Granite State Arts Academy have ownership rights to any equipment loaned to them by Granite State Arts Academy. Extensive use of GSAA equipment and software for commercial purposes is strictly prohibited and will subject the violator to disciplinary action. No person shall have exclusive use of GSAA equipment unless authorized by the Head of School.

**Data Security:** Granite State Arts Academy assumes no responsibility or liability if documents stored on GSAA equipment are lost or damaged, nor will Granite State Arts Academy be responsible for security violations beyond the proper consequences of those persons involved in such violations.

**Abuse/Neglect of GSAA Property:** Users must take all reasonable care in handling and transporting this equipment to prevent it from being neglected, abused, damaged, or stolen, and will never leave it unattended in an unsecured location. Users will assume financial responsibility for any loss due to abuse or neglect. Users will submit a written incident report to the Technology Director or designee(s) for any non-warranty damage that occurs to systems in their possession.

**False Entry/Alteration:** No student, volunteer or GSAA employee shall make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of any school within Granite State Arts Academy nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Use of Personal Equipment on the District's Private Network:** The use of personal computing equipment including but not limited to computers, smartphones, tablets, and other devices on Granite State Arts Academy's Private Networks shall be prohibited except by contractors and vendors while performing services for the District. All use of personal systems on Granite State Arts Academy's Private Networks must be approved by the Technology Director or designee(s). The owners of these systems must be able to demonstrate that they have up-to-date virus protection software running on their computers. Network access for these systems will be limited to a wired connection.

**Use of Personal Equipment on the District's Public Networks:** The use of personal computing equipment on Granite State Arts Academy's Public Networks (where provided) shall be allowed provided that all Acceptable Use Regulations contained in this document are followed. No access shall be provided or allowed to Granite State Arts Academy's Private Network or its servers from the Public Network.

All use of personal equipment on Granite State Arts Academy's Public Networks is done at the user's own risk. Granite State Arts Academy is not responsible for any damage or loss caused by such use. Providing a public wireless network is not to be interpreted as to authorize Bring Your Own Device (BYOD). Granite State Arts Academy does not support, endorse or have policy directly related to BYOD.

**Enforcement:** Granite State Arts Academy shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by Granite State Arts Academy to the full extent of the law.

#### **Teacher Logins on External Resources:**

For teaching purposes within the context of their curricula, teachers may log on to external sites. Teachers must use accounts created specifically for in school use. Social media sites are subject to the guidelines as defined under **Employee Electronic Communication** in this regulation. Nothing in this policy prohibits employees, faculty, or staff from using electronic educational resources for any purpose consistent with the policy.

**Student Logins on External Resources:** Other than student logins provided by Granite State Arts Academy, including but not limited to blogs, forums, wikis, apps, etc., any use of external resources that require student logins is prohibited unless otherwise authorized for use by the Technology Director or his or her designee(s).

#### **Employee Electronic Communications**

All School District employees are reminded that they are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an educational enterprise. Granite State Arts Academy employees must maintain appropriate boundaries between students and themselves at all times. Granite State Arts Academy employees who violate this policy may face discipline and/or dismissal, in accordance with other district policies and/or collective bargaining agreements. For example, off-duty conduct involving electronic communication that is immoral may lead to disciplinary action or dismissal.

Granite State Arts Academy employees are prohibited from engaging in any electronic communication that violates the law, collective bargaining agreements, or school board policies. Accessing social networking websites, chat rooms, and blogs, and using any computers or any mobile device to send inappropriate text or instant messages during school hours is prohibited. Granite State Arts Academy also discourages its employees from engaging in the following problematic conduct as such conduct may be immoral or illegal and/or demonstrate lack of appropriate boundaries that may lead to disciplinary action or dismissal:

- Inviting students to be "friends" through an Internet site or accepting such invitations from students.
- Knowingly socializing with students on social networking websites, chat rooms, blogs, and other websites, including but not limited to MySpace, Facebook, and Twitter, Instagram, Snapchat, & other Social Media Networks.
- Communicating with students via email, instant message, text message, or other electronic means in an unprofessional, inappropriate, or offensive manner.
- Creating, possessing, managing, or having a website that contains immoral pictures, video, or text, or other information or links to such information.
- Using the Internet, e-mail, instant message, text message, or other electronic means to disparage or ridicule students in a manner that is disruptive to the operation of the school or is defamatory in nature.

All Granite State Arts Academy employees are reminded that personal information posted on the Internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of privacy may be unwarranted. Information posted on the Internet is routinely reviewed by potential employers and may impact future employment opportunities.

When using social networking websites, chat rooms, blogs, e-mail, instant message, text message, or other digital resources for personal purposes, GSAA employees, faculty and staff shall not post, use or share any private or confidential school district data, documents, photographs, student information, or other district owned or created material.

### ACCESS RELEASE AND AUTHORIZATION FORM

As a condition of using Granite State Arts Academy Network and/or equipment, I understand the use and access to networks (i.e. the Internet, Email or any other network services) is a privilege and agree to the following:

I will abide by such rules as adopted by the Granite State Arts Academy as outlined in the Networks & Internet Acceptable Use Policy.

1. All users are hereby notified that there is no expectation of privacy on GSAA computing equipment, files, email, usage logs, and other electronic data. Granite State Arts Academy has the right to review any material produced and/or stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such material.
2. All information and services available on the Internet and Granite State Arts Academy Networks are placed there for informational purposes. I use these Networks at my own risk.
3. Granite State Arts Academy does not warrant the function of Granite State Arts Academy's Network or its equipment. Granite State Arts Academy staff is not liable for any damage incurred in connection with the use, operation or inability to use the Granite State Arts Academy Networks.
4. In consideration for using Granite State Arts Academy Networks and having access to Networks, I hereby release, Granite State Arts Academy and its officers, employees and agents from any claims and damages in connection with the use or inability to use this network.
5. I have read and agree to comply with the Acceptable Use Policy and Regulations. I also understand that any violation of the Policy or Regulations is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User Name: (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT OR GUARDIAN

***(If you are under the age of 18 a parent or guardian must also read and sign this agreement)***

As the parent or guardian of this student, I have read the Acceptable Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. Granite State Arts Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Granite State Arts Academy to restrict access to all controversial materials. I will not hold Granite State Arts Academy responsible for materials acquired or viewed on the Network. I hereby give permission for my child to use Granite State Arts Academy Network and equipment and certify that the information on this form is correct.

Parent or Guardian's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This authorization will be in effect for all Granite State Arts Academy facilities, unless it is revoked by Granite State Arts Academy School Board.