

Andover Public Schools

Computer and Network Policy Handbook

The policies below are based on information obtained from the BOE policy handbook and sections BOE IIBG and IIBGA.

A. Educational Purpose

1. The network has been established for educational purposes. The term “educational purpose” includes classroom activities, and career development. A minimal amount of time may be used for personal research that is acceptable to the district technology director or designee, as long as it does not interfere with a person’s primary educational responsibilities.
2. The network has not been established as a public access service or a public forum. Andover Public Schools has the right to place reasonable restrictions on the material you access or post through the system.
3. You may not use the network for personal commercial purposes. This means you may not sell, offer, provide, or purchase products or services, for personal reasons, through the network or email.
4. At the discretion of the Technology Director any violations of this policy may result in removal of network and/or internet access.

B. Internet Access

1. Internet access is filtered and monitored. Currently the district utilizes a proxy server with a filtering service. Monitoring includes periodic checks by district personnel of monitors and printers as well as the proxy server log files.
2. An administrator or supervisor may request Internet filters be disabled during use by an adult, to enable access for bona fide research or other lawful purpose.
3. The use of e-mail, chat rooms and other direct electronic communication will be used in a lawful, age-appropriate and educational nature. Educational professionals will monitor these communication systems.
4. The district internet filtering software may block non-educational sites that contain chat rooms, online games, blogging, search engines that have inappropriate photos, wallpaper and the like.

C. Unacceptable Uses

1. Personal Safety

- a. Posting of personal or district information is a safety and security issue and should only be done to meet educational purposes approved by district staff. Personal contact information includes your e-mail address, home or mailing address, telephone, school address, work address, etc.
- b. Students are to promptly disclose to the immediate instructor, and staff members are to promptly disclose to the immediate supervisor any message received that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing.”
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- c. You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
 - d. Do not intentionally download or distribute anything that would be inappropriate or could cause harm. Downloading any information first requires the authorization of the district technology director or designee.
3. System Security
- a. You are responsible for your individual account(s) and should take all reasonable precautions to prevent others from being able to use your account(s). Passwords are not to be shared except when requested by district technology staff and or administrative staff. This includes all networks and/or personal passwords.
 - b. You will immediately notify the district technology director or designee if you have identified a possible security or operating problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Use only software that is approved by the district technology director or designee on all workstations and the network. Other software/disks are not allowed. Loading games or software applications or downloading games or software application information is prohibited unless authorized by the district technology director or designee.
 - d. All laptops, palm pilots, or other devices that are owned by the district or Butler County Special Education Cooperative may be connected to the network pending approval of the district technology director or designee. The district technology director or designee must first approve connecting laptops or other devices from other outside sources to the network.
4. Inappropriate Language
- a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, offensive, prejudicial, or discriminatory language.
 - b. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.
 - c. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about another person.
6. Respecting Resource Limits
- a. You will not download large or numerous files unless absolutely necessary and with the approval of the district technology director or designee. If approved, you will download file(s) at a time when the system is not being heavily used.
 - b. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

- c. You will subscribe only to discussion group mail lists that are relevant to your education or career development as determined by the district technology director or designee.
- 7. Plagiarisms and Copyright Infringement
 - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
 - b. Copyrights will be respected. If you wish to reproduce material that is protected by a copyright you will do so in accordance with the copyright laws. If you have any questions you should ask the building technologist or the librarian.
- 8. Inappropriate Access to Material
 - a. You will not use the network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research, and in the case of a student, it requires parent and teacher approval.
 - b. If you mistakenly access inappropriate information, students are to promptly inform the immediate instructor, and staff is to promptly inform the immediate supervisor. This will protect you against a claim that you have intentionally violated this Policy.
 - c. The student's parent or guardian should instruct the student if there is additional material that would be inappropriate for the student to access. The district fully expects that the student will follow their parent or guardian's instruction in this matter.

D. Your Rights

1. Free Speech

- a. The network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons.

2. Privacy

- a. The computers, lines, software, files, and anything attached are the property of the district and it is the student and/or staff's privilege to use them. Teachers or building technologists may look at anything put on the computers or network, including any files and/or e-mail.

3. Due Process

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network.
- b. In the event there is a claim that you have violated the "Computer and Network Policy and/or the District Web Site Policy in your use of the network, you will be provided with notice and opportunity to be heard in the matter set forth in the district regulations.
- c. If the violation also involves a violation of other provisions of the district regulations it will be handled in a matter described in the district regulations. Additional restrictions may be placed on use of the network.

E. Limitation of Liability

- a. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you or anyone else may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the use of the system. Users and/or parents or guardians can be held financially responsible to the district as a result of intentional system misuse.