

**NEW BOSTON SCHOOL DISTRICT NETWORKS & INTERNET - STAFF**

Interpretation, application and modification of this regulation are within the sole discretion of New Boston School District. Any questions or issues regarding these regulations and policy should be directed to SAU # 19 Administration. Violation of any conditions of use described here and in the New Boston School District Networks and Internet Policy GBEF may be cause for disciplinary action. Any activity may be questioned by the Superintendent 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. 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 90 days unless evidence of any violations has been discovered. Only those files that are part of any investigation will be retained beyond the 90 days.

**Acceptable Use Regulations**

1. The networks of New Boston School District (District) are for academic use only.
2. Use of District network or resources for private or commercial business use or political or religious purposes is prohibited.
3. Use of any District network or resource for illegal activity, to access obscene or pornographic material is prohibited.
4. Use of any District network or resource to harass or bully others is prohibited.
5. Use of any District network or resource to infiltrate a computing system and/or damage its software components is prohibited.
6. Users will make the most efficient use of Network resources to conserve bandwidth and minimize interference with other users.
7. All online resources (apps, websites, systems requiring logins, etc.) must be reviewed and approved by the Director of Technology or designee. These resources must meet or exceed the data privacy and security requirements specified in the District's Data Governance Plan.
8. Use of District email, and all other on-line services used in professional duties must be school related.
9. All electronic communication on or synced with district provided devices (including but not limited to email, text messaging, voice, and social media) that utilize district resources including the networks or internet connections are subject to the District's communications policy and other school regulations.
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. All electronic data and user activity are subject to district review at any time.
11. Any attempt to circumvent content filtering or other network access control shall be considered a violation of this policy.
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.

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15. It is the responsibility of the end user to back up critical documents.
16. Users will not willfully introduce malware including but not limited to viruses, Trojans, spyware, adware, etc. onto the District's equipment or networks.
17. Autonomous listening appliances or personal assistants with listening and/or recording capabilities (such as Echo, Alexa, Google Assistant, Apple HomePod, etc.) are not to be allowed in any school buildings.
18. The illegal installation of copyrighted software or files for use on district computers is prohibited.
19. All software installed on district devices (including but not limited to ipads, computers, interactive boards, etc.) must be reviewed and approved by the Director of Technology or designee. This software must meet or exceed the data privacy and security requirements specified in the District's Data Governance Plan.
20. District Email is provided to staff for the purpose of exchanging information consistent with the mission of SAU #19 and the New Boston School District.
  - 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 District review at any time.
  - c. District 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 back up and store important school related communications.

**COPYRIGHT**

**Software Usage:** Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District'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.

**Copyright:** Employees must comply with trademark and copyright laws (and fair-use guidelines) and all license agreements. The School District assumes no responsibility for copyright or licensing violations by employees.

**PROPERTY RIGHTS**

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

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**3D PRINTING AND FABRICATION**

3D Printers and similar equipment in the New Boston School District may be available for users to create or fabricate three-dimensional objects using a design that is uploaded from a digital computer file.

1. This equipment may be used only for lawful purposes. Users may not create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Prohibited by District Policy
  - c. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - d. Obscene or otherwise inappropriate.
  - e. In violation of another's intellectual property rights. By submitting content, the user agrees to assume all responsibility for, and shall hold the District harmless in, all matters related to patented, trademarked or copyrighted materials.
  - f. Regulated or requires a license to use or carry.
2. The District reserves the right to approve or deny all 3D fabrication requests.
3. The District is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on this equipment.
4. Only designated District staff will have hands-on access to this equipment.
5. The District reserves the right to charge a fee for fabrication.

**USER DATA**

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

**False Entry/Alteration:** No volunteer or District 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 the school.

**NETWORK / EQUIPMENT USAGE**

**Abuse/Neglect of District 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 Director of Technology or designee(s) for any non-warranty damage that occurs to systems in their possession.

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**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 the District’s Private Networks shall be prohibited except by contractors and vendors while performing services for the District. All use of personal systems on the District’s Private Networks must be approved by the Director of Technology 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 the District’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 the District’s Private Network or its servers from the Public Network. All use of personal equipment on the District’s Public Networks is done at the user’s own risk. The New Boston School District 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). The New Boston School District does not support, endorse or have policy directly related to BYOD.

**Content Filtering and Activity Logs:** Access to the Internet from any school network, whether public or private, will be restricted by a C.I.P.A. compliant content filter that is designed to block access to pornography or other inappropriate materials. A usage log of all Internet access via these networks will be maintained for a period of 90 days.

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

**Enforcement:** The District 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 the District to the full extent of the law.

**EMPLOYEE ELECTRIC 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. School District employees must maintain appropriate boundaries between students and themselves at all times. School District

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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 discipline or dismissal, *see policy GBEBB (Employee-Student Relations)*.

School District employees are prohibited from engaging in any electronic communication that violates the law, collective bargaining agreements, or school board policies. Accessing social networking websites, chatrooms, and blogs, and using any computers or any mobile device to send inappropriate communications (such as text or instant messages) during school hours is prohibited. The School District 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 discipline 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, apps, chatrooms, blogs, and other websites, including but not limited to Facebook, Instagram, Snap Chat, Tumblr and Twitter.
- Communicating with students via e-mail, 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 District 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.

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**ACCESS RELEASE AND AUTHORIZATION FORM**

When using social networking websites, chatrooms, blogs, e-mail, instant message, text message, or other digital resources for personal purposes, School District 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.

As a condition of using the New Boston School District’s 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 Goffstown School Board including the New Boston School District Networks & Internet Acceptable Use Policy GBEF and the District’s Acceptable Use Regulations GBEF-R.

1. All users are hereby notified that there is no expectation of privacy on District computing equipment, files, email, usage logs, and other electronic data. The New Boston School District 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 the New Boston School District Networks are placed there for informational purposes. I use these Networks at my own risk.
3. New Boston School District does not warrant the function of the Goffstown District Network or its equipment. New Boston School District staff is not liable for any damage incurred in connection with the use, operation or inability to use the New Boston School District Networks.
4. In consideration for using the New Boston School District Networks and having access to Networks, I hereby release SAU#19, the New Boston School District 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.

Name: (please print): \_\_\_\_\_ School: \_\_\_\_\_

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

**PARENT OR GUARDIAN**

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

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Reference: GBEF School District Internet Access for Staff

**Legal References:**

*RSA 194:3-d, School District Computer Networks*

*47 U.S.C. §254, Requirements For Certain Schools – Internet Safety*

*20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety*

Proposed: 08/07/12

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