Computer Networks Acceptable Use

DRAFT
Board Policy: A - 9
Adopted: November 11, 1996
Revised: December 10, 2013

I. General Policy Statement

Computer networks and Internet access are available to students, staff, and board members in Haywood County Schools (HCS). Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is, however, necessary to regulate the use of such resources to prevent misuse and to clarify the responsibilities of the users. Misuse is defined as any use not consistent with the overall educational intent and objectives of Haywood County Schools. We will assure that all users are provided regular communications and resources to educate them concerning the range of security threats and appropriate safeguards.

II. User Accounts:

A. All current faculty, students, and board members are entitled to an individual system account. Requests for faculty/staff accounts should be made directly to the system technology administrator or technology contact at each site. Student accounts will be created using available enrollment information.

B. Public access to networked systems, stand-alone computers, and the Internet are limited to guest login accounts with browse only capability. Guests are asked to save created files on their own storage device~~s, diskettes,~~ as space is not provided on local or network storage devices. All other rules, policies, and regulations apply.

C. Other system accounts may be provided to persons or organizations not included above. Requests for accounts must be approved by the system technology administrator.

D. Remote access accounts may be approved by the Superintendent on a case-by-case basis. Review should include but not be limited to a detailed security audit, a needs analysis, and a cost analysis.

III. Regulations

A. A network account with limited storage will be issued to all HCS employees, students, and board members. Users are responsible for managing their storage. Information stored shall directly pertain to the mission of HCS. Passwords are required for all accounts and shall not be shared. Any user who shares his/her password will be held accountable for inappropriate use for his/her account.

B. All student accounts are removed at the close of each school year, or when a student no longer attends school. Staff accounts are deactivated when employment ends. All files and email will be erased when the account is removed. Accounts will be removed in accordance with state and federal law and the *Records Retention and Disposition Schedule* for local education agencies.

C. An email account will be provided for all HCS employees. Email is an integral part of the job of every HCS employee. No expectation of privacy or confidentiality applies.

D. ~~NC Wise~~Student Information System accounts are provided to faculty and staff according to predefined user roles. User ID, password security, and workstation security standards shall be governed by the current NCDPI Policy. ~~revision of *North Carolina Department of Public Instruction* (NCDPI) *NC Wise Password and Workstation Policy*.~~

E. All system devices must have software licenses verified before installation.

F. Students and staff may bring personal devices and connect to the HCS network. Any device that connects directly or wirelessly to the HCS network will be assigned an appropriate network name and/or ID by HCS. Outside devices will be limited to guest access. Devices shall include the necessary software requirements. This may include licensed virus protection and spyware detection

installed with automated updates enabled.

G. All web content shall conform to HCS Web Publishing Guidelines.

H. The user shall release, hold harmless, and forever discharge Haywood County Schools, its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, which may result from the actions of unauthorized users, hackers, authorized users, or from the user's participation in the computing facilities.

I. Each user/student will be given access to either a personal or class electronic resources account, a school web portal account, the Internet, and a network/computer login unless the parent or guardian requests that a student be denied access to electronic resources. An "opt-out" form will be available online and can be completed and returned at any time.

J. It is the responsibility of Haywood County School faculty and staff to monitor and educate students concerning the ethical, safe and responsible use of the Internet and other online resources.

K. Staff may be issued a system owned mobile device. The primary function of these devices is to improve the quality of instruction and promote the goals and objectives of Haywood County Schools. The account design structure on these devices must be consistent with the mission of HCS and industry identified best practices. While limited personal use under certain circumstances is permitted, use inside and outside of the HCS network must conform ~~with~~ to HCS policy and established procedures.

IV. Personal Websites

A. All employees are required to use the Haywood County Schools' district network resources and district approved web based resources when creating websites for any and all educational and work related postings or communications with students.

B. Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communications with students. Employees are encouraged to block students from viewing any material or profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform their job as it relates to working with students will be subject to discipline, up to and including dismissal. This section applies to all employees, volunteers and student teachers working for or in the Haywood County School System.

C. The school district is not responsible for personal websites or web pages created or maintained by students, personnel, parents, groups or organizations. Personal websites or web pages are not considered district-related websites or web pages.

D. The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

V. System Monitoring

A. Privacy - In order to enforce the policies and procedures herein, HCS system technology staff are permitted to monitor all activity on the network or stand-alone equipment. The staff will protect the privacy of the user in accordance with the signed confidentiality agreements. Staff may search the file system for violations as specified in Section IV. C. System Monitoring. When there is evidence of a possible violation, user files, email, keystrokes and screens, and other user activities will be monitored in accordance with these policies and procedures.

B. Regular monitoring of network activities will occur. Only system technology staff may perform such monitoring.

C. The following information shall be monitored by technology staff:
   1. System log files containing information pertaining to all processes executed on the system.
   2. System directories, temporary storage areas, and work areas.
   3. All directories to determine the existence of non-essential and "hidden" files.
   4. Any activity that appears to compromise the security or integrity of the operating system or network.
   5. Relevant information regarding a complaint brought by another user.

VI. Prohibited Activities

A. Unauthorized use includes activities that are considered harmful or damaging to others, the computer, network, or another computer. Unauthorized use includes, but is not limited to the following activities:
   1. The use of material that is obscene, pornographic, or harmful to minors.
   2. Attempting to modify any computer equipment, network infrastructure, or operating software denying access to other users, including, but not limited to defacing and/or destroying equipment and furniture and hacking, regardless of intent.
   3. Using an account for a purpose for which it was not intended, i.e. personal or commercial enterprises not consistent with the mission of Haywood County Schools, or allowing such use by other individuals.
   4. Using the account of another person and/or attempting to read, alter, change, execute, or delete files belonging to another user.
   5. Violating property rights and copyrights in data and computer programs or violations of other intellectual property rights, i.e., software piracy.
   6. Creating or introducing self-replicating messages, programs, chain-letters, viruses, or any other action which purposely destroys or alters data and system files, or consumes excessive amounts of computer system resources.
   7. Sending, forwarding, or returning harassing, libelous, threatening, or profane electronic mail.
   8. Intentionally using an excessive amount of network resources without permission of the system technology administrator.
   9. Using HCS equipment to infringe on copyright laws, to make illegal copies, printouts, or duplicates of art, programs, or files, without proper authorization from the legal creator or owner.
   10. Creating or introducing inappropriate games, network communications programs, or any unapproved program onto any computer system in HCS.
   11. Intentionally allowing students to access resources using a staff account.

B. Violation of these rules shall result in suspension of the account. Unauthorized use shall be reported to the site administrator for appropriate disciplinary action. All disciplinary actions instituted for unauthorized use shall be consistent with current policies, procedures and discipline codes for students, faculty, and staff. Haywood County Schools reserves the right to proceed criminally or civilly against the violator for alleged misuse of current applicable state, federal, or local laws in accordance with G.S. 14-454; G.S. 14-455.

VII. Internet Use Agreement

See attached Internet Use Agreement document.

HAYWOOD COUNTY SCHOOLS
INTERNET USE AGREEMENT

Internet access providing vast, diverse, and unique resources to both students and staff is now available **to** Haywood County Schools (HCS). Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is a global network connecting millions of computers all over the world. On a global network it is impossible to control all materials, and users may encounter objectionable material. HCS has taken precautions to restrict access to inappropriate materials and believes that access to valuable information and interaction available through the network outweighs this possibility.

Internet access is coordinated through an association of government agencies and regional and state networks. Smooth operation of the network relies upon the proper conduct of the users adhering to guidelines and responsibilities noted in this agreement. If a user violates any terms and conditions, his or her account will be terminated and future access may be denied. Signatures at the end of this document are legally binding and indicate that parties who signed have carefully read the terms and conditions and understand their significance.

INTERNET - TERMS AND CONDITIONS

1) Acceptable Use - The use of an account must support education and research and be consistent with the objectives of HCS. Use of other organization networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted, threatening or obscene material, material protected by trade secret, and **c**ommercial use and use for product advertisement and/or political lobbying. Using an excessive amount of resources, such as streaming media or peer-to-peer file sharing programs is also prohibited.

2) Privileges - The use of the Internet is a privilege, and inappropriate use will result in cancellation of privileges. Each user will receive direction to the proper use of the network. The system technology administrators will determine inappropriate use and may close an account as required. The administration, faculty, and staff of HCS may request the system technology administrator deny, revoke, or suspend specific internet user accounts.

3) Network Etiquette - The user is expected to abide by rules of network etiquette. They include, but are not limited to the following:
   a) Abusive, profane, and/or vulgar language is prohibited.
   b) Illegal activities are strictly forbidden and may be reported to the authorities.
   c) Passwords and other personal information should not be revealed.
   d) Electronic mail (e-mail) is not guaranteed private.
   e) The network should not be used in such a way as to disrupt the use of the network by other users.

4) Liabilities - HCS makes no warranties of any kind, whether expressed or implied, for the service provided. HCS is not responsible for damages suffered, including the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or the users errors or omissions. Use of any information obtained via the Internet is at users own risk. HCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security - Security is a high priority, especially when the computer system involves many users. Users are not to use another individual's account. Attempts to breach security will result in cancellation of the user's account.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or data on any computer or network connected by the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.