

**ACCEPTABLE USE POLICY – INTERNET**

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world.

The purpose of this policy is to foster the appropriate use of the network and Internet. The following policy applies to all users whenever and wherever users access any school district network connections and resources.

**Educational Purpose**

The NSD network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects.

The NSD network has not been established as a public access service or a public forum. The School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the School District's Student Behavior Standards when accessing the NSD network.

You shall not use the NSD network for commercial purposes. This means you shall not offer, provide, download or purchase products or services through this network.

You shall not use the NSD network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

**Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices such as, but not limited to, laptops, mobile devices, cell phones, iPads, and Chromebooks to promote student learning and to further the educational and research mission of the district. The use of personally-owned devices at school by staff and students is voluntary and a privilege, and subject to all school district policies and procedures. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during any school-related activity.

The district assumes no liability or responsibility for any act of a staff, student or guest user that is inconsistent with school district policies and procedures. Any individual who brings personally-owned devices onto school property is solely responsible for that equipment.

If the District has reasonable cause to believe a staff member or student has violated school district policies or procedures, authorized personnel may confiscate and search a staff, student or guest user's mobile device in accordance with school district policies and procedures for privacy and search and seizure.

### **Unacceptable Network Use by District Students and Staff**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail, learning management system classrooms, websites, collaboration software, and district social media pages. Policies and procedures related to use of the district network resources includes access through district-owned and personally-owned computing devices. The district reserves the right to prioritize the use of and access to the network.

Unacceptable usage and abuse of the NSD network and systems include:

- A. Personal gain, commercial solicitation and compensation of any kind.
- B. Actions that result in liability or cost incurred by the district.
- C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) for non-educational purposes unless the application is vetted and approved through the Nashua School District's Data Governance Plan.
- D. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs or changes to hardware, software and monitoring tools.
- E. Unauthorized access to other district computers, networks, and information systems.
- F. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.
- G. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing).
- H. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
- I. Intentionally searching for inappropriate material (e.g. bomb construction, pornography, sexually explicit material); or
- J. Attaching or connecting unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken according to district policies and procedures.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the user's own negligence or any other errors, omissions, or breach of these procedures. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **System Security**

You are responsible for your individual user account, and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy.
- B. Do not use another user's account.
- C. Do not insert passwords into e-mail or other communications.
- D. If you write down your user account password, keep it in a secure location.
- E. Do not store passwords in a file without encryption.
- F. Do not use the "remember password" feature of Internet browsers; and
- G. Lock the screen or log off if leaving the computer.

You will immediately notify a teacher or other school official if you have identified or witnessed a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

### **Content Filtering and Monitoring of Communication**

NSD's content filtering software is used to block or filter access to visual depictions and language that are obscene and could cause harm. This is in accordance with the Children's Internet Protection Act (CIPA). All objectionable material can and will be filtered. The determination of what constitutes "other objectionable" material is at the discretion of the Nashua School District.

- A. Filtering software is not 100 percent effective. While the district's filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites.
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited such as, but not limited to, proxies, virtual private networks, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication or distribution of inappropriate content. Any attempts are subject to disciplinary action.
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes.
- D. The district will provide appropriate adult supervision of Internet use by reasonably monitoring and supervising students as they use the Internet and electronic resources at school.
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.
- F. The district will provide methods for staff and students to request a review for access to a site or filtering category that may have been mis-categorized or is blocked by the district's Internet filtering software. The content on the requested website or in the category must be consistent with and for the purpose of education and research in support of the district's mission.

### **Guest Access**

All network use is intended to support education and research and be consistent with the mission of the district. Guest users may be granted access to the district network and electronic resources by the Director of Technology or designee. Guest users are subject to all school district policies and

procedures. Connection of any personal electronic device to the district network by any person is voluntary and a privilege, and subject to all school district policies and procedures.

### **Confidentiality**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and NH RSA 189: 66-68a.

### **Privacy Expectations**

No student, staff, or guest user should have any expectation of privacy when using the district's network or electronic resources. The district reserves the right to disclose any electronic messages to law enforcement officials, third parties as appropriate, and in accordance with Right to Know procedures. All documents are subject to the public records disclosure laws.

### **Internet Safety**

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium.
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission.
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and;
- D. Students or staff encountering dangerous or inappropriate information or messages are obligated to notify the appropriate school authority immediately.

### **Plagiarism and Copyright Infringement**

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 yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have questions, ask a teacher.

### **Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, email and material posted on web pages Nashua School District social media.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other forms of communication. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

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 them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

**Inappropriate Access to Material**

You will not use the NSD network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.

If you mistakenly access inappropriate information, you should immediately tell your teacher or another school official. This will protect you against a claim that you have intentionally violated this policy. Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. The School District fully expects you to follow your parent’s or guardian’s instructions in this matter.

**Your Rights**

The NSD network is considered a limited forum, similar to the school newspaper, and therefore the School District reserves the right to regulate that forum for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with opinions you are expressing.

You should expect no privacy of the contents of your personal files stored on the District systems. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Nashua School District Student Behavior Standards, or the law.

**Disciplinary Actions**

Students who violate the Acceptable Use Policy may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth in the Nashua School District Student Behavior Standards, or other rules of the District which may be applicable.

Board Approved: 11/9/2009  
R/Board Approved: 02/29/2016  
R/Board Approved: 08/30/2021

**ACCEPTABLE USE POLICY – INTERNET  
SIGNATURE PAGE**

***This Section Must Be Signed by the Student***

I have read, I understand, and I will abide by the Nashua School District's Acceptable Use Policy. I realize violation of these provisions may result in my loss of use of Internet and/or network privileges, as well as possible disciplinary actions. This may include revocation or suspension of network privileges and/or appropriate legal action.

School District Student User Signature \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ LASID: \_\_\_\_\_

***This Section Must Be Signed by a Parent or Guardian for All Students Under Age 18***

As the parent or guardian of this student, I have read the Nashua School District's Acceptable Use Policy. I understand that access to the Nashua School District Network and the Internet is designed for educational purposes, and the Nashua School District has taken available precautions to educate students on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring the Nashua School District can utilize, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Nashua School District responsible for materials acquired on the network.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_