

Computer Networks Acceptable Use

Board Policy: A - 9
Adopted: November 11, 1996
Revised: July 11, 2005

I. General Policy Statement

Computer networks and Internet access are now 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:

1. 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 current enrollment information at the beginning of each school year.
2. 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 devices, diskettes, as space is not provided on local or network storage devices. All other rules, policies, and regulations apply.
3. Other system accounts may be provided to persons or organizations not included above. Requests for accounts must be approved by the principal or site administrator.
4. 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 removed 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 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 revision of *North Carolina Department of Public Instruction (NCDPI) NC Wise Password and Workstation Policy*.
- E. Only system level technology staff or school level technology contacts may install programs after verification of valid licenses.
- F. Any device that connects directly or wirelessly to the HCS network will be assigned an appropriate network name and/or ID by HCS. Each device shall be inspected by technology staff to insure that it is free from viruses and/or malicious programs and does not run services that would adversely affect the network. All devices shall have approved, 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. Use agreement and release shall be in writing, signed by the user/student, parent/legal guardian and assigned instructor on a yearly basis.

IV. 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.

V. 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 profanity or sexually explicit material.
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 resources, such as streaming media or peer-to-peer file sharing programs 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 games, network communications programs, or any foreign program onto any computer system in HCS.
- D. 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.

VI. Internet Use Agreement

See attached Internet Use Agreement document and signature form.

HAYWOOD COUNTY SCHOOLS

INTERNET USE AGREEMENT

Please read this document carefully before signing.

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 indicates 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 commercial 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, mis-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.

Haywood County Schools Acceptable Use Agreement

COMPUTER NETWORKS:

I have read, understand, and agree to abide by the regulations and procedures outlined in the Computer Networks Acceptable Use Policy.

User's Signature _____ Date: _____

INTERNET USE: STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student's Name (please print): _____

Signature: _____

Date: _____

PARENT or GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Haywood County Schools has taken precautions to eliminate inappropriate material. However, I also recognize that HCS cannot restrict access to inappropriate materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my student's use is not in a school setting. I give permission to issue an account for my student and certify that the information contained on the form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____

Date: _____

SPONSORING TEACHER (Must be signed if the applicant is a student)

I have read the Internet Use Agreement and agree to discuss this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I agree to instruct the student about acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____

Signature: _____

Date: _____