GODFREY-LEE PUBLIC SCHOOLS
RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE AGREEMENT

Overview
The Godfrey-Lee Public School District provides its students and staff access to a multitude of technology resources. The District believes that these resources provide incredible opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes great responsibility for students, teachers, staff and families. The District expects all community members to exercise appropriate personal responsibility in their use of these resources. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District makes every effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Being a Digital Citizen
In the District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

● Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.
● Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
● Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
● Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
● Protect Intellectual Property. Users will request to use the software and media other produce.

Expectations
Responsible use of the District's technology resources is ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Personal technology being used

during school functions or on school property will fall under the same rules as though the equipment is provided by the District.

- Use of electronic devices should be consistent with the district's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of technology resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of technology resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

User Privileges

Users have the privilege when given instructional permission to:

- Use all authorized hardware and software for which they have received training.
- Access the Internet and outside resources to retrieve information.
- Use personal equipment or devices within the district's facilities which will facilitate and enhance educational informational exchange.

Educational Staff Responsibilities

- Staff will monitor students while they are using technology and other devices.
- Staff will ensure that the students are using technology with an educational purpose.
- Staff will guide research.
- Staff will remind students of the acceptable use policy and user responsibilities.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.