

# Signature Required

## Norfolk County Agricultural High School Technology Acceptable Use Policy

### Purpose

The Norfolk County Agricultural High School shall provide access for staff and students to the school's computer network, including access to external networks (World Wide Web and Email), for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the school's computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The school's computer network will be used to increase communication (staff, parent, and student), enhance productivity, and assist in upgrading existing skills and acquiring new skills through a broader exchange of information. The school's network will also be utilized to provide information to the community, including parents, government agencies and businesses.

### Availability

The Superintendent-Director or designee shall implement, monitor, and evaluate the Norfolk County Agricultural High School's computer network for instructional and administrative purposes.

Access to the school's computer network, including external networks and email shall be made available to staff and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the school's computer network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Norfolk County Agricultural High School. Violation of law may result in criminal prosecution, as well as disciplinary action by the Norfolk County Agricultural High School.

### Acceptable Use

The Superintendent-Director or his/her designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Norfolk County Agricultural High School, as well as with law and policy governing copyright.

### Monitoring

Electronic mail transmission and other use of electronic resources by staff and students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

### Liability

The Norfolk County Agricultural High School shall not be liable for users' inappropriate use of electronic resources or violation of copyright restrictions, users' mistakes or negligence, or cost incurred by user. The Norfolk County Agricultural High School shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

## Administrative Procedures for Implementation

1. Norfolk County Agricultural High School will provide training to users in the proper use of the school's computer network and its electronic resources (the internet and email).
2. Norfolk County Agricultural High School will provide each user with copies of the Acceptable Use Policy and Procedures. The principal or his/her designee will ensure that all users read and sign an AUP to abide by the policies and procedures regarding the use of school's computer network.
3. The Network Administrator shall be responsible for establishing appropriate retention and backup schedules.
4. The principal or his/her designee shall be authorized to monitor or examine all system activities, including electronic mail transmission, as deemed appropriate to ensure proper use of the computer network.
5. The computer network storage areas may be treated like school lockers. The principal or his/her designees may monitor the network to maintain its integrity and insure that the system is being used responsibly.
6. The principal or system administrator shall be responsible for establishing disk usage limitation. Individual users are responsible for remaining within their allocated disk space and deleting outdated material or material, which take up excessive storage space.
7. Access to the school's computer network will be granted to employees with the signed Acceptable Use Policy and permission of their supervisor.
8. Access will be granted to students with a signed Acceptable Use Policy.
9. Account names will be kept on file and passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for proper use of accounts issued in their name and

individual users shall not use another user's account. If a password is shared, the user is responsible for obtaining a new password.

10. Profane, obscene, abusive or impolite language should not be used nor should material be accessed which are not in line with rules of school behavior. A good rule to follow is never view, send, or access material, which you would not want your supervisor, teacher, or parent to see. Should students encounter such material by accident, they should report it immediately.
11. The school's computer network may not be used for illegal purposes, in support of illegal activities including the harassment of others, or for any other activity prohibited by the County of Norfolk. The school will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities conducted through the school's computer network.
12. The principal or Network Administrator may upload/download public domain programs to the school's network. The principal or his/her designee is responsible for determining if a program is in the public domain. Copyrighted software or data shall not be placed on the school's computer network without the proper licensing.
13. Individual users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, Norfolk County High School policy and administrative procedures.
14. Individual users shall never download or install commercial software, shareware, or freeware onto the computer network or disks, unless they have prior permission from the principal or system administrator.
15. Any unauthorized attempt to harm, destroy or change equipment, data, or programs is prohibited. Deliberate attempts to degrade or disrupt the networks performance maybe viewed as a violation of Norfolk County Agricultural High School's policy and/or as a criminal activity under applicable state or federal law. This includes, but is not limited to, the uploading or creation of computer viruses.
16. Vandalism will result in cancellation of network privileges and will require restitution for costs associated with hardware, software, and system restoration.
17. Students completing required course work will have priority. Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom. Students will not plagiarize material taken from the Internet.
18. When using the Internet for class activities, teachers will select material that is appropriate and relevant to the course objectives. They will supervise their students' search for information, helping them to find the necessary information and to distinguish fact from opinion.
19. Staff will be given individual email accounts. These accounts will allow staff to communicate with people all over the world for limited educational purposes as defined in this document.
  - a. Students may only access other individual, personal, or free email accounts, including but not limited to Yahoo and Hot Mail on the computer that have been identified in the Library/Media Center. The posted Rules of Use must be followed or students will lose this privilege.
  - b. Electronic note writing, posting chain letters, the harassment of others and spamming are not allowed.
  - c. Use appropriate language. Be polite. Swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
  - d. Do not reveal your personal address or phone number or those of others.
  - e. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send or receive electronic mail is prohibited.
  - f. Pretending to be someone else when sending or receiving messages is prohibited.
  - g. Transmitting or viewing obscene material is prohibited.
  - h. Bypassing the schools firewall is prohibited and will result in termination of computer privileges.
20. The School will establish a School Web Site. It will present information about the School. Teachers, classes or clubs may establish web pages that present information about school related activities. The principal or his/her designee shall be responsible for the school web site. Teachers and advisors are responsible for submitting material to maintain their web pages.
21. Social Networking Sites are not allowed to be accessed from school computers. These include but are not limited to; My Space, facebook, and Talk to a Stranger. Any violation of this policy could result in termination of network access. Please see the Student Handbook for disciplinary actions related to violations of this policy.

**User Agreement for Participation in an Electronic Communication System**

(Student/Staff) Name: \_\_\_\_\_ Grade/Position: \_\_\_\_\_

I have read the Norfolk County Agricultural High School Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including, but not limited to, suspension or expulsion from school, termination of employment, and criminal prosecution.

(Student/Staff) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Sponsor:**

I have read the Norfolk County Agricultural High School Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the Norfolk County Agricultural High School's computer network (this includes the school's LAN as well as the Internet), and in consideration for having access to the public networks, I hereby release Norfolk County Agricultural high School, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school's computer network including, without limitation, the type of damage identified in the Norfolk county Agricultural High School Policy an administrative procedures.

1. \_\_\_\_\_ I give permission for my son/daughter to participate in the Norfolk County Agricultural High School Computer network.

or

\_\_\_\_\_ I do not give permission for my son/daughter to participate in the Norfolk County Agricultural High School computer network.

2. \_\_\_\_\_ I give permission for my son/daughter's name to appear on their student web page should one be Developed.

3. \_\_\_\_\_ I give permission for my son/daughter's photo to appear on their student web page should one be developed.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_