

**Computer and Internet Acceptable Use Policies**  
**Blue Hill Consolidated School**

**Student Computer and Internet Use:**

The Blue Hill Consolidated School provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

Blue Hill Consolidated School computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the Blue Hill Consolidated School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate responsibilities to building principals and others as he/she deems appropriate.

## Student Computer and Internet Use Rules

These rules implement Board policy for Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### **A. Computer Use is a Privilege, Not a Right**

Student use of the school's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

### **B. Acceptable Use**

Students are to utilize the school's computers, networks, and Internet services for school related purposes and performance of school assignments. School e-mail accounts are to be used to communicate with teachers and to complete research for inquiries and investigations.

### **C. Prohibited Use**

- \*Any inappropriate communications with students, staff, or community members.
- \*Any use for private financial gain, or commercial, advertising or solicitation purposes.
- \*Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate, or communicate the view of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether for profit or not for profit. No student shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with students, their families, or school employees for non-school purposes. Students who are uncertain as to whether particular activities are acceptable should seek further guidance from the principal or other appropriate staff person.
- \*Any communication that represents personal views as those of the school or that could be misinterpreted as such.
- \* Opening or forwarding any e-mail attachments from unknown sources and/or that could contain viruses.
- \* Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct.
- \* Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.
- \* Personal use for any personal communication

**D. No Expectation of Privacy**

The school retains control, custody and supervision of all computer, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

**E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school related to violations of the Student Computer and Internet Use Policy and/or the Student Computer and Internet Rules including the investigation of violations.

**F. School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**G. Student Security**

A student shall not reveal his/her full name, address, telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**H. System Security**

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the technology coordinator. The user shall not demonstrate the problem to others. any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

## **Employee Computer and Internet Use**

The Blue Hill Consolidated School provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school's computers, networks and Internet services for school related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with the system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

Any employee who violates this policy, and/or any rules governing use of the school computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school's computers may also result in referral to law enforcement authorities.

All Blue Hill Consolidated School Computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to the building principal and others as he/she deems appropriate.

## Employee Computer and Internet Use Rules

The intent of these Board level rules is to provide employees with general requirements for utilizing the school's computers, networks, and Internet services. The board rules may be supplemented by ore specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the technology coordinator.

### A. Access to school computers, networks and Internet services

The level of access that employees have to school computers, networks, and Internet services is based upon employee job requirements and needs.

### B. Acceptable Use

Employee access to the school's computers, networks, and Internet services is provided for administrative, educational, communication, and research purposes consistent with the school's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the school's computers, networks and Internet services.

Employees are to utilize the school's computers, networks, and Internet services for school related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

### C. Prohibited Use

The employee is responsible for his/her actions involving school computers, networks, and Internet services and for his/her computer files, password, and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

- \* Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.
- \* Any use involving material that are obscene, pornographic, sexually explicit or sexually suggestive.
- \* Any inappropriate communications with students or minors.
- \* Any use for private financial gain, or commercial, advertising or solicitation purposes.
- \* Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the view of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether for profit or not for profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are

acceptable should seek further guidance from the principal or other appropriate administrator.

- \* Any communication that represents personal views as those of the school or that could be misinterpreted as such.
- \* Downloading or loading software or applications without permission from the system administrator.
- \* Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses.
- \* Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the technology coordinator.
- \* Any malicious use or disruption of the school's computers, networks, and Internet services or breach of security features.
- \* Any misuse or damage to the school's computer equipment.
- \* Misuse of the computer passwords or accounts (employee or other users).
- \* Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct.
- \* Any attempt to access unauthorized sites.
- \* Failing to report a known breach of computer security to the system administrator.
- \* Using school computers, networks, and Internet services after such access has been denied or revoked.
- \* Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.

#### **D. No Expectation of Privacy**

The school retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

#### **E. Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

#### **F. Staff Responsibilities to Students**

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the school's policies and rules concerning student computer and Internet use and to enforce them. When in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the principal.

#### **G. Compensation for Losses, Costs and/or Damages**

The employee shall be responsible for any losses, costs or damages incurred by the school related to violations of the Employee Computer and Internet Use Policy and/or the Employee Computer and Internet Use Rules.

## **H. School Assumes No Responsibility for Unauthorized Charges, Cost or Illegal Use**

The school assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.

These guidelines were adapted from those proposed by the Center for Improved Engineering and Science Education. For more information visit their web site:  
<http://nynie.dl.stevens-tech.edu/internetsafety.html>

**Policy on Internet Safety and Filtering**  
**Blue Hill Consolidated School**

Searches on innocent topics such as “teens” or “teddy bears” or “bunnies” can produce far from innocent results. For that reason it is proposed that the Blue Hill Consolidated School shall protect its children and staff from the risks the Internet poses in four ways:

1.) Supervision: Whenever possible, classroom and lab computer screens should be visible to the instructor if students are using them for Internet e-mail access. All lab computers should be visible from the teacher’s station. In classrooms, where computer placement is more difficult, teachers should develop procedures so students know the instructor could be walking by at any moment.

2.) Training: A systematic staff development program must be established to ensure staff members are current on Internet Policy and use. The primary focus should be for staff to assist students in achieving the Learning Results. Students must be carefully trained in appropriate use, as well as provided with strategies to evaluate the material they locate on the Internet.

3.) Internet Acceptable Use Policy: All Blue Hill staff and students are required by school committee policy to read and sign our Internet Acceptable Use Policy. This places the responsibility for abuses on the shoulders of the abuser, rather than the instructor or the institution, but does not remove the need for adequate supervision.

4.) Internet filtering: Filtering remains controversial as it raises censorship issues, but we already “filter” material by choosing which books and magazines to have in our classes and libraries. The Blue Hill Consolidated School has entered into a contract with N2H2, an Internet filtering Company. This company will provide filtering services to our schools from June, 2001 through May, 2004.

This system would not be foolproof, as an estimated 3,000 new sites come on line daily, but it is a “reasonable” attempt to prevent technological abuse while still providing access to the valuable resources of the Internet.

Case Law on liability of such problems is just now emerging and with the enactment of the Children’s Internet Protection Act (CIPA) on December 21, 2000, it appears necessary to propose these safeguards. It is still unclear what the requirements will be, as the FCC is still developing those guidelines, but currently, all schools receiving funding must enact some sort of filtering system.

These guidelines were adapted from those proposed by the Center for Improved Engineering and Science Education. For more information visit their web site: <http://njnie.dl.stevens-tech.edu/internetsafety.html>



## **Guidelines for Creating and Publishing a Web Site** **Blue Hill Consolidated School**

Only educational web pages will be published on Blue Hill Consolidated School web servers. Personal pages must be published elsewhere. Web pages which are part of a course or class assignment may be published. Web pages by co-curriculars may be published. Co-curriculars are activities sponsored by the School Committee, offered every year, and with advisor stipends built into the teacher's contract. For example, these would include Sports and Drama. Club web pages may also be published on the school web server. Those may include Explorations, Student Council, or Yearbook. Blue Hill will not link to any sites which violate any Blue Hill Consolidated School Policy, including the Acceptable Use Policies.

Decisions about the approval of the content of new web pages will be made at the building level by the principal. Any questions will be referred to the principal. Once approved, the technology coordinator will load the new page onto the school server. The web master for each group must accept responsibility for the content of the page and for keeping it up to date by providing the technology coordinator complete updates as needed.

### **Things a page must include:**

- citations of sources for all content (text, images, video clips, etc. ) that you did not create yourself. These citations may appear on the same page or on a linked page, as long as they conform to the requirements of all your sources.
- Only first name and last initial of students, except as indicated in #2 in the section immediately below. (Photos and rosters of school groups or teams may include full names and or uniform numbers.)
- Only staff e-mail addresses
- Logical, working navigation
- Only material and links that make sense for the intended audience.

### **Things a web page must not include:**

- Broken links or links to sites which violate any Blue Hill Consolidated School Policy, including the Acceptable Use Policies.
- Names or pictures of students whose parent (or the student if 18 or older) has requested the student not appear on the web site.
- Student e-mail addresses or other identifying information (phone numbers, addresses, etc.)
- Content (text, images, links, etc. ) which violates any Blue Hill Consolidated School Policy, including the Acceptable Use Policies.

### **Additional notes to web masters:**

- All work should be carefully proofread. (Remember that a web page is a published work and that your page represents your students, your class, your group, your team, your school, etc.) If inventive spelling is intentionally included when posting a student work, consider including an explanatory note and/or copy of "translated" text to help out users of your site.
- Includes a disclaimer similar to the one that appears on the school web page: "This web site contains links to third party web sites which are not under the control of the Blue Hill Consolidated School. Links are provided as a convenience, and the Blue Hill

Consolidated School is not responsible for the content or availability of any linked site or any link contained in a linked site. The inclusion of a link does not imply endorsement of the linked site by the Blue Hill Consolidated School.”

- Consider putting a date on your pages that tells users of your site when it was last updated.
- Consider putting information on your pages that tells users who to contact if they have any questions or comments.

**Parent Notification:**

- A notification (see next page) will be placed in school handbooks and on the Blue Hill Consolidated School web site informing parents of these guidelines. Parents will have an opportunity to inform the school office if they do not wish their children’s names, photos or school work (art projects, music, poetry, etc.) to appear on the web page.

### Blue Hill Consolidated School Media Procedures

We are committed to involving you as parents/guardians and the greater community in our children's educational experiences; with the utmost concern for protecting the privacy and safety of all students and staff. Some of the ways we share our learning and successes at school are through the use of school newsletters and our school web site. Sometimes the media is excited about what we are learning as well and like to write stories and take pictures of our work. As parent/guardian of a minor, you own your child's intellectual property i.e. drawings, stories, projects, etc. It is your decision on whether we can publish in any of the above ways your child's photo, name, drawings, written work, or other school related projects.

We also believe that in having students helping with things like newsletters and classroom and school web sites, students will gain valuable skills and pride in their work. We are asking for a parent/guardian and student signature. Some examples of each item follow:

- Child's name: athletic roster, listed as part of a band, chorus, or other group in which the child belonged, homeroom, award winning group, to accompany student work highlighted.
- Child's photograph: athletic team, athletic action shot, as part of a band, chorus, or other group in which the child belonged, class photo, to highlight school projects or programs.
- Disclose videotape/voice: student created iMovie film, highlights of class play or other school performance.
- Child's school or extracurricular work: child written article for class and/or school web site, student created story, poem, poster or other school or extracurricular work.
- When parent desires and student desires are in conflict on an issue, it defaults to no permission.

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Parent/Guardian Section:

Yes	No	
I give permission	I do not give permission	
_____	_____	Disclose my child's name
_____	_____	Disclose a photo/video/voice recording
_____	_____	Disclose copies of child's school or extracurricular work.

Student Section (for students in grades 6-8):

Yes	No	
I give permission	I do not give permission	
_____	_____	Disclose my name
_____	_____	Disclose a photo/ video/ voice recording
_____	_____	Disclose copies of my school or extracurricular work.

I have read through and initialed each of the above sections. I understand that the staff will do its best to adhere to these policies. Our school web site lives at: <http://www.bhcs.org>  
Granting permission to have any student names, work, or images on any part of the bhcs.org web site grants permission for that material to be left on the web site for a period of time not to exceed the student's career at the school but will be taken off at the discretion of staff and not until. You will be asked to sign this document each time your child changes wings in our school. Permission will be sought at the kindergarten, third, and sixth grade levels as student's work and level of participation in extra-curricular activities changes. This document will be kept and used until students enter the above grades and require a new document to be signed.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Blue Hill School Committee - 01/08/1997

Amended: Blue Hill School Committee - 06/13/2001

Amended: Blue Hill School Committee - 07/11/2001

Amended: Blue Hill School Committee - 03/13/2002

Amended: Blue Hill School Committee - 08/10/2005