

## INSTRUCTION

### INSTRUCTIONAL RESOURCES – Acceptable Use of Networked Information Resources

The Regional Office of Education promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction and operation. The Internet permits students and staff to interact with hundreds of thousands of computers on a worldwide basis.

It is the general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and its procedures may result in the revocation of the users' access privilege.

The individual who logs on to a computer is responsible for all activities in that account. Therefore, users should not share passwords and should change passwords frequently. In addition, the students and staff should have no expectation of privacy or confidentiality of electronic communications or other computer files sent and received on the ROE computer network or stored on ROE hardware. On the other hand, the recipients of email should show the same respect toward the senders' communication as they would any written communication personally addressed. The ROE computer network's system operator, or other designated employee, may at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

Because access to the Internet provides connections to other computer systems worldwide, students (and parents/guardians of the student, if the user is under 18 years old) should understand that the ROE does not control the content of the information available on these systems. Some of the information available may be controversial and/or offensive.

The Regional Office of Education does not condone the use of Internet or networking resources that are illegal or in conflict with ROE procedures and/or other policies. ROE staff will have access to computerized record keeping and other electronic means of enforcing the appropriate use of information on the ROE networks. ROE staff, students, and parents'/guardians of students must be aware that access to the Internet and ROE networks will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the ROE. Failure to follow ROE procedures on Acceptable Use of Networked Information Resources may subject violators to disciplinary action.

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It is possible that students may find material on the Internet that parents/guardians consider objectionable. ROE Guidelines for Accessing ROE networks prohibit access to material that is inappropriate in the school environment. All Internet sites containing sexually explicit materials are off-limits to students and staff. Although staff will supervise student use of the Internet while under their jurisdiction, we cannot guarantee that students will not gain access to inappropriate materials. We encourage parents to have a discussion with their children about values and how they should guide student activities while using the Internet.

With parental permission, students of the ROE may also have access to the ROE email system while at school. Parents must specifically authorize their child's individual email account by returning the ROE Parental Consent Form signed by both parent/guardian and student. When sending electronic messages outside the ROE, students will not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, and phone numbers. Students will identify themselves by first names only. An Internet ID and password are provided only for personal use. Students and staff must not share their password with anyone and should not use anyone else's password, regardless of how the password was obtained. If a person suspects someone has discovered their password, they should change it immediately. Students and staff will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Students and staff will not copy and forward, copy and download, or copy and upload to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or ROE administrator. Copyrighted material is anything written by someone else. It could be an email message, a game, a story, and encyclopedia entry, or software.

Students and staff will not infiltrate or "hack" computer systems or networks. Examples include the release of viruses, worms or other programs that damage or otherwise damage or harm another computing system or network. Students and staff will not disrupt a system or interfere with another's ability to use that system (e.g., by sending "email bombs" that cause a disk to fill up, a network to bog down or a software application to crash). Nor will students or staff do any of these things to the ROE computer system.

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Students and staff will not use the ROE's computer network to solicit sales or conduct business (e.g., by posting an advertisement to a news group). Students and staff will not set up web pages to advertise or sell a service.

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