

## INSTRUCTION – ADMINISTRATIVE PROCEDURES

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

The Regional Office of Education promotes the use and development of computer networks as a classroom and office tool. Activities generated by the ROE are designed to serve the learning needs of its students and staff. Any activity that does not is discouraged.

ROE computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Law. Individuals using the ROE's systems are subject to having all activities on the systems monitored by ROE personnel. Anyone using the systems expressly consents to such monitoring.

Users of the ROE computer systems must agree to the following rules and regulations.

#### Internet Privacy Protections and Considerations for Students

The ROE has an obligation to protect student safety and to balance this with the need for open communication when using the Internet. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet.

The purposes of these guidelines are:

1. To inform school staff of the possible dangers of permitting students to publish identifying information on the Internet;
2. To recognize that there are potential advantages of permitting students to publish identifying information on the Internet; and
3. To provide a recommended set of Guidelines governing how student-identifying information should be permitted in publishing on the Internet.

Guidelines:

1. When posting examples of student work, students and staff shall not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, or phone numbers. Students shall identify themselves by first names. Pictures that

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are a part of student publishing should not include any identifying information.

2. Internet ID's and passwords are provided only for personal use and should not be shared with anyone. Further, students and staff should not use anyone else's password.
3. Individual and/or group pictures posted to the network should not include any identifying links and/or information.
4. If replies to published student work are appropriate, the sponsoring teachers's ROE email address should be displayed, not the student's.
5. In special circumstances with a parent-signed release, identifying information can be added.

Responsible users may:

1. Receive the privilege of having a free Internet account.
2. Keep an assigned Internet account as long as the user is a staff member, member of the ROE administration, or student in the READY program.

Responsible users do not:

1. Use the Internet for any illegal purpose.
2. Use impolite, obscene or abusive language on the computer systems.
3. Violate the rules of common sense and etiquette.
4. Change any computer files that do not belong to the user.
5. Violate copyright restrictions by uploading or downloading software illegally.
6. Give their passwords to other users.

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7. Post addresses or phone numbers of students or colleagues.
8. Send or display offensive or abusive messages or pictures.
9. Harass, insult, or attack other users.
10. Use others' passwords.
11. Damage computers, systems or networks.
12. Trespass in others' folders, work or files.
13. Employ the network for commercial purposes.
14. Access services illegally.

Users who do not follow the ROE rules and regulations in regard to its computer systems and access to networked resources may be subject to any and all of the following sanctions:

1. Loss of access to the system.
2. Disciplinary action, which could include suspension or other more severe actions.
3. Notification of law enforcement agencies when applicable.

System operators will have access to all user accounts, including email. If the user is not sure how to do something on the computer, ask a teacher or contact the appropriate ROE administrator.

The ROE Parental Consent and Student Acceptance Form must be filled out by the parent(s)/guardian(s) of all ROE students before their child will be given Internet access. The choice indicated on the Parental Consent and Student Acceptance Form shall be in effect until such time as the parent/guardian contacts the school to change the choice. Alternative assignments will be given for students who do not have Internet access if Internet resources are necessary to complete the work assigned.

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Regional Office of Education Netiquette

- Users of email and other network services should be aware of the common expectations or network etiquette (netiquette) that users expect from one another
- Email messages are not guaranteed to be private. The system operator for the ROE has access to all mail in order to maintain the system.
- Do not include the personal addresses or phone numbers of students or colleagues in any email messages or information posted on the internet.
- As the ROE network is not a source of infinite storage space, it is important that all users check their email frequently and delete messages from the server.
- Do not publicly criticize or inflame others.
- Protect the privacy of other people by not forwarding private email messages or files without appropriate permission from all people mentioned or affected by the content of the message.
- Use appropriate grammar and punctuation when sending email.
- Messages written in all capitals are difficult to read and are the network equivalent or shouting.

Approved 07/01/01