

COMMUNICATION SERVICES – COMPUTER SYSTEMS AND INTERNET ACCESS¹

All computers are to be used in a responsible, efficient, ethical and legal manner. Internet access is a privilege, and not a right. Inappropriate use will result in restriction or cancellation of privileges.

Parents and guardians are ultimately responsible for setting and conveying standards that their children should follow when using the Internet. Each family's right to decide whether to allow their child to apply for access shall be respected.

The **Shaker Regional School District's (SRSD)** computer systems including E-mail and Internet use shall be used in a manner designed to protect the safety and security of the **SRSD**.

- Each authorized user in the **SRSD** shall be required to sign and accept the conditions presented in our Acceptable Use agreement² before being allowed access to the **SRSD's** computer systems, including but not limited to the Internet.

- Compliance with the **SRSD's** Acceptable Use agreement shall be a condition for maintaining access to the **SRSD's** computer systems.

- The computer hardware system, software and E-mail system are owned by the **SRSD**, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the **SRSD**. They are not the property of the user.

- The computer and E-mail system shall be used for instructional and administrative purposes only. Personal business is unauthorized and should not be conducted on the system except as allowed by the Superintendent.

- The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

- The **SRSD** prohibits discriminatory or harassing materials in any form of media.

- The **SRSD** reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.

- Notwithstanding the **SRSD's** right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by students and employees and accessed only by the intended recipient. Students and employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

¹ RSA 194:3-d

² SRSD Rules and Procedures – EGA-R&P

- 1 -Any student or employee who violates this policy or uses the computer system or
2 electronic mail system for improper purposes shall be subject to discipline up to and
3 including expulsion for students³ or discharge in the case of employees.
- 4 -Any user of the **SRSD**'s computer systems or networks who intentionally violates
5 the **SRSD**'s policy and who intentionally damages the computer system or network
6 shall assume legal and financial liability for such damage.⁴
- 7 -The **SRSD** has the authority to terminate or limit access by any person to any
8 computer system at any time.
- 9
- 10 -The **SRSD** shall install a filtering device, in accordance with Federal law.⁵
- 11 The Superintendent shall publish rules and procedures related to this policy.

³ SRSD Policy JIC – Discipline of Students

⁴ NH RSA 194:3-d, II

⁵ Children's Internet Protection Act (CIPA) of 2000