

SALEM CITY SCHOOL DISTRICT ACCEPTABLE USE AND SAFETY POLICY AND AGREEMENT

Internet access is currently available to students and teachers at Salem City Schools. Through ACCESS (Area Cooperative Computerized Educational Service System) your son or daughter will be able to reach the Internet, which is a world wide network. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing and communication. With this opportunity also comes a responsibility to follow certain rules of network etiquette and acceptable use. It is important that students, parents, and staff are aware of the challenges involved with appropriately using the Internet.

With access to computers and people all over the world, also comes the availability of material that may be considered “inappropriate” in a school setting. Salem City Schools has taken precautions to restrict access to controversial materials. Specifically, the Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board additionally uses software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, you are advised that it is impossible to prevent access to all the inappropriate, offensive, objectionable and/or controversial material that can be found on the Internet. Still, we believe that the valuable information and interaction available on the world-wide network far outweighs the possibility that determined users may find material that is not consistent with the educational goals of Salem City Schools. As such, it is critical that you set and convey standards that your child is expected to follow when using the Internet.

Salem City Schools supports and respects each family’s right to decide whether or not to grant permission for a student to have access to the Internet. **If, for any reason, you do NOT want your child to have Internet access, we ask that you notify the school in writing.** Although you may choose not to allow your child to have access to the Internet, the child may receive classroom instruction utilizing the Internet under an authorized staff member’s direct supervision.

STUDENT USE OF THE INTERNET

When students access the Internet, their use may be in one or more ways:

- Guided use — students in grade K-12 may use the computer with the supervision of authorized staff giving step by step directions.
- Supervised use — students in grades K-12 may use the computer provided an authorized staff member is present and monitoring the activities of the child.
- Independent use — students in grades 7-12 may use the computer without authorized staff supervision.

At the elementary level (grades K-6), student access will occur under authorized staff supervision or guidance. At all levels, we have filtering software designed to block material that may be considered “inappropriate” in a school setting, but Salem City Schools cannot guarantee that a determined user will not be able to access inappropriate material. Students are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored activities. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy / agreement. Students who disregard this policy / agreement may have their use privileges suspended or revoked, and disciplinary action taken against them. Students granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy / agreement.

ELECTRONIC MAIL (“E-MAIL”)

All e-mail written and sent by, or to account holders is the property of Salem City Schools.

TERMS AND CONDITIONS FOR AN INTERNET ACCOUNT

1. Acceptable use of your account must be consistent with the educational objectives of Salem City Schools. The use of the network is a privilege which may be revoked by the School District at any time for any reason. The system administrator, along with the building administrator, will deem what is inappropriate use and their decision is final. The administration, faculty, and staff at Salem City Schools may request the administrator to deny, revoke, or suspend user accounts. Inappropriate use includes, but is not limited to:
 - a) Using someone else’s account and/or password to log on or gain access to the network, or giving out one’s password to others;
 - b) Using the resources for commercial purposes, advertising or political lobbying;
 - c) Hacking or engaging in other illegal activity;
 - d) Sending hate or harassing/bullying mail, chain letters, or “mail-bombs;”
 - e) Intentionally damaging or destroying data, hardware, software, or other computer equipment;
 - f) Intentionally invading the privacy of another person;
 - g) Using resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the network (e.g., viruses) are also prohibited;
 - h) Using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages;
 - i) Transmitting sexual, racial, or ethnic slurs and/or jokes;
 - j) Attempting to or actually bypassing the Internet filtering software.
 - k) Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
 - l) Loading, use, or creation of unauthorized games, programs, files, or other electronic media.
 - m) Destruction, modification, or abuse of data, files, network connections, computer hardware and software, and any other forms of technology.

2. All material received, stored and/or sent on the system is the property of the District and the District reserves the right to remove any material that it determines is unlawful, pornographic, obscene, abusive or otherwise objectionable. Students are prohibited from sending or viewing such materials. Privacy in communication over the Internet and the network is not guaranteed. The School District reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School District’s computers / network. Messages involving illegal activities will be reported to the appropriate authorities. Users are discouraged from sending messages of a sensitive or extremely private nature.

3. The computer and network resources are intended for the exclusive use of registered users. Each student is responsible for the use of his/her account, password, and access privilege. Any

problems arising from the use of a student's account are the responsibility of the account holder. Use of an account by persons other than the assigned user is forbidden and is considered a reason for loss of privileges.

4. Use of the Internet and any information obtained from the Internet is at the user's own risk. Salem City Schools makes no warranties of any kind for the service it is providing. Salem City Schools will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions,. Additionally, the School District is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.
5. Each user is responsible for deleting, on a daily basis, e-mail that is no longer needed, in an effort to keep disk storage free on the server.

Social Networking

A social network is a service that uses the Internet for online communication through an interactive network of photos, web logs, user profiles, e-mail, web forums, and groups, as well as other media. Social networking sites gather data submitted by members as "profiles". Profiles can then be shared among members. Instant messaging, Internet chat rooms, and social networking sites such as MySpace and FaceBook can expose students to harassing or threatening messages or inappropriate text and pictures. Internet chat rooms and public/commercial social networking sites are, by default, blocked by District Internet filtering. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communications must comply with this policy / agreement. Online behaviors, such as posting personal or financial information, or illegally sharing media files are prohibited.

If you decide to allow your children to access e-mail, instant messaging software, or social networking sites at home, we suggest that you encourage your children to use "handles," or pseudonyms for their online accounts. Your child should also not provide an address, phone number, or other personal information to anyone he/she meets through e-mail, instant messaging, or social networking. If your child does receive a threatening or harassing e-mail or message, DO NOT ERASE the message. If you keep the original message, law enforcement authorities may be able to trace the source.

* The District shall provide a teacher moderated, 'walled garden' environment for safe social networking interaction among classmates and teachers. Such interactions are designed and managed by teaching staff as integral components of their instruction with access limited to only the students involved.

CyberBullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated in the district.

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report

an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

The District may revoke the privilege of a student or third party, who uses District equipment or electronic communication systems to engage in *cyberbullying*. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in *cyberbullying*. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The district may also report individuals to law enforcement if necessary.

NETIQUETTE. All users must abide by the following rules of network etiquette:

1. Be polite, courteous and respectful in your messages to others. Use language appropriate to the school setting. Do not use obscene, profane, vulgar, sexually explicit or suggestive, belligerent, defamatory, threatening or abusive language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Avoid uses that are offensive to others. Do not use access to make ethnic, sexual preference or gender-related slurs or jokes, harassing or demeaning text messages to other students or school staff, use cell phones or digital cameras in locker rooms, transmit inappropriate or demeaning images or videos, post harmful messages on social networking websites, post another student’s information online, or impersonate another student online.
 - a. Avoid uses that violate the law or encourage others to violate the law.
4. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District’s Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network / Internet are not marked with the copyright or trademark symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
5. Avoid uses that cause harm to others or damage to their property.
For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism. If a student transfers a file or software program that infects the network with a virus or causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.
6. Avoid uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, or impersonate another.
7. Avoid uses that access controversial or offensive materials.
All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the

computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he/she is required to report such use to the person designated by the School.

8. Avoid uses that are commercial transactions.
Students may not sell or buy anything over the Internet. You should not give others private information about your or others, including credit card numbers and social security numbers.

Software Copyright Policy

Copying and distributing software.

Many people are unaware that making a copy of their software for a friend is a crime. However, this act is considered theft, and ultimately raises software prices for honest consumers.

Making multiple installations of a product.

Now that software is primarily being shipped on CDs, it is very easy to buy one CD and give it to someone else for a second installation. Especially in businesses, people often don't understand that they need to buy a license for each product to be installed on each computer.

What is the law?

"In 1964 the United States Copyright Office began to register software as a form of literary expression. The Copyright Act was amended in 1980 to explicitly include computer programs. Today, according to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a single backup copy for archival purposes."¹

What are the penalties?

United States law prohibits duplicating software for profit, making multiple copies for use by different users within an organization, and giving an unauthorized copy to another individual. If caught with pirated software, you or your company may be tried under both civil and criminal law.²

Therefore it is the policy of the Board of Salem City Schools that, in the absence of a license or agreement to the contrary, no software, computer program or computer program code shall be duplicated or distributed without the written permission of the author. Also, no software, computer program or computer program code shall be installed on more than the stated number of computers as contained in the software license.

While Salem City Schools encourages its students and staff to enrich the learning process by making proper use of supplementary materials, it is the responsibility of District's students and personnel to abide by the District's Copyright Policy and obey the requirements of the law. Under no circumstances shall students or employees of the District violate copyright requirements. Salem City Schools will not be responsible for violations of the copyright law by its students or employees.

¹ <http://www.microsoft.com/piracy/copyrightLaws.htm>

² <http://www.microsoft.com/piracy/copyrightLaws.htm>