

LONDONDERRY SCHOOL DISTRICT
Acceptable Use Policy: Staff

For purposes of this policy, “staff” refers to Londonderry School District employees, contracted service personnel, SAU employees and any volunteers working within the District or schools.

The responsibility of the staff is to familiarize himself/herself with and abide by the rules of this Acceptable Use Policy, the Staff Handbook, Copyright Handbook and all other applicable school policies.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this Acceptable Use Policy shall serve as a statement on the appropriate use of the various “technology resources” available to all authorized staff of the Londonderry School District including, but not limited to, the Londonderry School District computers, network, electronic mail system (e-mail), school district website (www.londonderry.org) and Internet/Website access. It is the Londonderry School District’s goal to enhance educational excellence with the assistance of these technology resources.

A. The Internet

The Internet and the World Wide Web is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational material found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies and even private residences. All staff must be aware that the Internet’s power to access limitless information resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive defamatory and even illegal. The Londonderry School District does not condone the use of such materials at any time and prohibits the use of the Londonderry School District technology resources for these purposes. Yet, it is technologically impossible for the Londonderry School District to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all staff will be held responsible for ensuring that their activities adhere to the District’s Acceptable Use Policy and to generally accepted educational standards as outlined in other applicable District policies.

The Internet also provides new and exciting interactive communication technologies, such as e-mail, podcast, blogs, wikis, news groups, list servers, instant chat rooms and discussion groups. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Staff use of Londonderry School District Network/ Internet access to participate in these interactive technologies must be related to District business or have an educational purpose and be sanctioned by the District.

Clearly, the Londonderry School District Internet access can serve as a means for improving, extending and enriching the teaching and learning in the Londonderry School District. Thus, the Londonderry School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B Londonderry School District Web Presence

The Londonderry School District's presence on the Internet has been established to communicate the happenings of the Londonderry School District with staff, students, parents, community members and the world. The District's sections of the Londonderry Website are intended to convey general information about the District's schools, events, curriculum or programs of study and policies and procedures. Since sections must be responsibly developed, all information or material posted must be professional, ethical and meet the standards required of other District publications. As such, it is not a forum for regularly hosting publications for non-Londonderry School District events or organizations. The District uniformly prohibits any unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the school district or schools section is a violation of this policy, subject to disciplinary action.

All staff who wish to post information on or attach web pages (other than the teacher web page presence provided by the district) to the District's website sections must complete and submit to the District a signed copy of the Web Acceptable Use Policy Agreement Form, which will become a part of an individual's personnel file. If the proposed Web Acceptable Use Policy Agreement Form is approved by the Londonderry School District, then the information will be subject to review to ensure compliance with the District's Acceptable Use Policy and any other applicable District policies, as well as copyright laws. Staff must understand that the Web Acceptable Use Policy Agreement Form is a contract. As part of this contract, the Londonderry School District reserves the right to, at any time, without advance notice to staff, monitor access, modify, remove, review and/or retrieve the subject, content and appropriateness of any and all information stored or transmitted on the District's sections of the Londonderry Website, hyperlinks or web page attached to these sections. Original staff work that is posted will be protected by copyright laws and the District will act as an intermediary for any request for permission to use and/or publish staff work excluding those defined as "work for hire" for which the District is the copyright holder.

Employees may create electronic home pages, publication pages, information pages and personal pages that carry out official business in support of the District's mission. Contents of all such electronic pages must be consistent with district policies, procedures, regulations, and local, state and federal laws. Employees must advise the appropriate administrator of the site and request a review and authorization prior to the site/page being attached to the district web site section. Administration will review/respond within ten (10) days of the request. Naturally, strictly personal pages are not the purview of the District and no district resources may be utilized in the creation of these pages.

In order to maintain the safety of the Londonderry School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parents or guardians. All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

II. Responsibilities

Staff is responsible for appropriate and professional behavior when using the Londonderry School District technology resources, just as they are in a classroom or other District function. As outlined in the Staff Handbook, general school rules for behavior and communications apply. The Londonderry School District technology resources are provided for staff to conduct research, gather information and communicate with others for educational purposes. The Londonderry School District technology resources shall not be utilized for recreational, personal, commercial or other non-educational purposes.

Acknowledging that the potential for abuse of the Network/Internet exists, all staff must sign the Londonderry School District Acceptable Use Agreement Form prior to accessing Londonderry School District technology resources. All staff shall assume full liability, whether legal, financial or otherwise, for their actions when using the Londonderry School District technology resources.

Responsible use of the Londonderry School District technology resources by staff includes, but is not limited to, the following:

- i. Not interfering with the normal and proper operation of the Londonderry School District computers, network, e-mail system website sections or Internet access;
- ii. Not adversely affecting the ability of others to use equipment or services unless specifically authorized;
- iii. Not conducting themselves in ways that are harmful or deliberately offensive to others;
- iv. Not using the technology resources for illegal purposes;
- v. Not changing files that do not belong to the user unless specifically authorized;
- vi. Not storing or transferring unnecessarily large files;
- vii. Not creating, transferring or otherwise using or accessing any text, image, movie, sound recording or electronic or digital file that contains pornography, profanity, obscenity or language that offends or tends to degrade others, especially that deemed "harmful to minors";
- viii. Not attempting to install any software on the computers;
- ix. Not downloading software from the Internet;
- x. Not sharing personal passwords or personal information in violation of the District's Confidentiality Policy;
- xi. Not leaving personal files open or leaving computer sessions unattended;
- xii. Only using the technology resources when authorized to do so as outlined in this policy;
- xiii. Changing passwords regularly or whenever their current passwords may be known to others;

- xiv. Immediately notifying the principal or appropriate District Administrator when they know that others are utilizing the District's technology resources for unlawful or suspicious activities.

III. Privilege

The use of the Londonderry School District technology resources is a privilege and not a right. Londonderry School District technology resources are only provided for educational purposes to students and staff of the District, and shall not constitute a public forum. Inappropriate use shall result in appropriate disciplinary action.

Behaviors and activities that shall result in appropriate disciplinary actions include, but are not limited to:

- i. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- ii. Using the technology resources for Union business;
- iii. Using the technology resources for political lobbying, except as expressly allowed during a school activity;
- iv. Using the technology resources for promoting, supporting or celebrating religion or religious institutions;
- v. Using profanity, vulgarities, obscenity or other language which tends to be offensive or tends to degrade others;
- vi. Accessing, viewing, storing or transferring obscene, sexually explicit or pornographic materials;
- vii. Sending hate mail, anonymous messages or threatening messages;
- viii. Sending "chain" type letters and unsolicited bulk mails (Spamming);
- ix. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- x. Using e-mail, news groups, list servers, instant chat rooms and discussion groups for non-educational purposes;
- xi. Wasting limited resources, including paper;
- xii. Using invasive software such as "viruses", "worms" and other detrimental activities;
- xiii. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator;
- xiv. Attempts to log-on to the network as the system administrator;
- xv. Using someone else's password;
- xvi. Misrepresenting oneself as another user;
- xvii. Trespassing in another's folders, work, files or e-mails;
- xviii. Revealing personal information in violation of the District's Confidentiality Policy;
- xix. Infiltrating, disrupting or interfering with others' use of the Londonderry School District technology resources or infiltrating, disrupting or interfering with others' use of outside computing systems or networks;
- xx. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xxi. Transferring, utilizing or storing material in violation of copyright laws or license agreements;

- xxii. Involvement in any activity prohibited by law or school district policy;
- xxiii. Creating hyperlinks between the Londonderry School District sections of the Londonderry Website and other Internet sites;
- xxiv. Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above.

Use of the District's technology resources for any altruistic or charitable purpose must be approved in advance by the District. The Londonderry School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

IV. Intentional Violations

The District is aware that violations of this policy may occur under circumstances where the staff is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the staff member to immediately exit such site as quickly as possible. The District is also aware that commercial vendors may secure E-Mail addresses of staff members and use these addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention or desire to access or transmit the offending information or material. Accordingly, disciplinary action under this policy shall only result from willful and intentional violations of this policy. Notwithstanding, the District reserves the right to discipline any staff member for violations of this policy where it is apparent that the staff member knew, or should have known, that violations of this policy were likely to occur as a result of the actions, or inactions, of the staff member in question. As soon as possible, staff shall take steps to delete the unwelcomed material and remove it from the District's computer systems, unless the preservation of such material is necessary to pursue disciplinary action against another staff member or student. Further, to the degree possible, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the system administrator so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of this policy.

V. Disciplinary Actions

Staff violation of this Acceptable Use Policy and/or other Londonderry School District policies shall result in, but is not limited to, one or more of the following:

- i. Restriction, suspension or revocation of access privileges;
- ii. Written warnings or a letter or reprimand in the personnel file;
- iii. Other remedies, such as suspensions and terminations as covered under New Hampshire law;
- iv. Referral to the appropriate legal authorities for possible criminal prosecution;
- v. Civil liability.

VI. Privacy

Staff have no rights of privacy with regard to their use of the Londonderry School District technology resources, which includes but is not limited to, the Londonderry School District computers, network, electronic mail system (e-mail), website sections and Internet access. The Londonderry School District retains ownership and possessory control of its technology resources. The District does not guarantee and staff should not have any expectation of confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider.

The Londonderry School District networked technology resources are maintained and managed by a system administrator in such a way as to insure its availability and reliability in performing the Londonderry School District educational mission. Staff are advised that the District's technology resources are treated as a shared filing system, which means that in the ordinary course of business, pursuit of educational purposes, routine maintenance, or in the course of an investigation to protect the health, welfare and safety of the District, its staff and students, a system administrator or other authorized District staff member may, at any time, without advance notice to students/teachers/staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. All staff is put on notice that deleted messages are never completely removed and may be retrieved or restored. Staff should not save their personal work on computer hard drives or the network, but rather should use a personal disk for saving their work. All staff shall frequently delete old files. During routine maintenance the system administrator or designee may delete files stored on any of the Londonderry School District technology resources. Specifics regarding the data and email retention schedule adopted by the School Board are detailed in Board Policy EDDA and all staff must familiarize themselves with this information.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Londonderry School District will make every effort to preserve data, the responsibility for it lies with the staff. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or a staff's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at their own risk.

The Londonderry School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the District has the right to determine what information is posted on its website sections and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the system administrator will be reported to the school principal or appropriate District Administrator for disciplinary action.

VII. Copyrighted and Other Proprietary Materials

It is the intent of the Londonderry School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the District. All staff shall be responsible for reviewing An Educator's Guide to Copyright, which was prepared by the Londonderry School District Library, Media and Technology Services. All staff must sign the Londonderry School District Software Code of Ethics Agreement Form, which will become a part of an individual's personnel file. All staff shall respect the copyright and proprietary interest of any materials accessed through the Londonderry School District technology resources. Staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

VIII. Complaints

If violations of this policy occur all staff are required to immediately notify the school principal or appropriate District employee of the school where the infraction occurred, or where the staff person is based. The school principal or appropriate District Administrator shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The school principal or appropriate District Administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.

Staff who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the school principal or appropriate District employee, the Superintendent and the School Board.

IX. Enforcement

The Londonderry School District uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes by an adult. Appropriate personnel may override the technology protection measure to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

X. Exemptions

The District recognizes that the job requirements of several positions may conflict with the specific language of this Policy. Accordingly, the Superintendent may exempt such positions from the policy as necessary to carry out their individual responsibilities. It shall be the responsibility of Superintendent to develop a list of exempt positions and to identify the specific sections of the policy that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption. Among the positions recognized as entitled to an exemption are: Coordinator of Library Media and Technology, IT Director, Business Administrator, Database/Software Administrator, Network Administrator, IT Technicians, Video/Web Technician (s), Computer Educators, Business Educators, Vocational Educators (CAD/Cam, Graphic Arts, Video), Library Media Specialists, Trainer/Integrationist, Computer Assistants.

Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy.

NOTE: This policy applies to all employees, volunteers, substitutes, student teachers, interns, contractors, and any other person, who is provided with email, network or internet access by the Londonderry School District.

LONDONDERRY SCHOOL BOARD

Adopted: January 22, 2002
Amended: September 7, 2004
Amended: May 6, 2008
Amended: August 12, 2008
Updated: August 4, 2011

**LONDONDERRY SCHOOL DISTRICT
ACCEPTABLE USE POLICY AGREEMENT FORM**

THE FOLLOWING MUST BE COMPLETED BY ALL STAFF PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

1. I acknowledge that I have received, read and fully understand the Londonderry School District's Acceptable Use Policy.
2. It is clear to me that use of the District's "technology resources", such as the District's computers, network, electronic mail service, website sections and Internet access is designed for educational purposes only.
3. I agree to immediately report any misuse of the District's technology resources to the principal of the school where the infraction occurred, or where I am based.
4. I understand that my violation of the Londonderry School District Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
5. I certify that the information contained in this form is true and accurate.

Staff Signature: _____

Date: _____

Staff Name: _____
(please print)

Date: _____

Home Address: _____

Home Phone Number: _____

NOTE: This policy applies to all employees, volunteers, substitutes, student teachers, interns, contractors, and any other person, who is provided with email, network or internet access by the Londonderry School District.

LONDONDERRY SCHOOL BOARD

Adopted: January 22, 2002

Amended: September 7, 2004

Amended: May 6, 2008

Amended: August 12, 2008

**LONDONDERRY SCHOOL DISTRICT
WEB ACCEPTABLE USE POLICY AGREEMENT FORM**

THE FOLLOWING MUST BE COMPLETE BY ALL APPLICANTS AND APPROVED BY THE DISTRICT PRIOR TO ANY USE OF THE DISTRICT'S WEBSITE SECTIONS.

Applicant's Name: _____
(please print)

Applicant's Signature: _____ Date: _____

Department/Building/Program: _____

Home Address: _____

Home Phone Number: _____

Purpose of Project or Information Posted: _____

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1. I acknowledge that I have received, read and fully understand the Londonderry School District's Acceptable Use Policy.
 2. It is clear to me that use of the District's "technology resources", specifically the District's website sections, is designed for educational purposes only.
 3. I am responsible for any and all information that I am posting on the District's website sections.
 4. I agree to ensure information accuracy, relevance and timeliness.
 5. I agree to notify the administration whenever changes are to be made to these pages.
 6. I understand that all information or files stored in the District's website sections directory will be served to the World Wide Web and thus, are open to inspection by the District.
 7. I understand that my violation of the Londonderry School District Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
 8. I understand that I am using the District's technology resources, specifically the District's website sections, at my own risk.
 9. I hereby release, indemnify and hold harmless the Londonderry School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of or inability to use the District's technology resources, specifically the District's website sections.
 10. I certify that the information contained in this form is true and accurate.

APPROVED: _____ DECLINED: _____

(Please send copy to Human Resources)

Administrator's Signature: _____ Date: _____

NOTE: This policy applies to all employees, volunteers, substitutes, student teachers, interns, contractors, and any other person, who is provided with email, network or internet access by the Londonderry School District.

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Adopted: January 22, 2002

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Updated: August 4, 2011

LONDONDERRY SCHOOL DISTRICT SOFTWARE CODE OF ETHICS

All employees and students of the Londonderry School District shall use software only in accordance with its license agreements. Unless otherwise noted in the license, or in the event that the software arrived without a license agreement, any duplication of copyrighted software, except for back-up and archival purposes, is a violation of federal law and district policy. This signed Code of Ethics must be filed with the Building Principal.

1. I will use all software according to the provisions of license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that the district will not tolerate the use of any illegal software copies on district computers.
4. I understand that anyone found copying software other than for back-up purposes is subject to district disciplinary actions.
5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties.
6. I will obtain approval of the school principal or other appropriate administrator (i.e. utilizing the Instructional Materials Approval Form) prior to use of any personally owned software within the district or on district property.

EMPLOYEE SIGNATURE

DATE

PRINT NAME, SCHOOL AND ASSIGNMENT

NOTE: This policy applies to all employees, volunteers, substitutes, student teachers, interns, contractors, and any other person, who is provided with email, network or internet access by the Londonderry School District.

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