

SALEM SCHOOL DISTRICT  
Salem, Connecticut

USE OF TECHNOLOGY

Individual users are responsible for their own conduct. The use of technology is a privilege, not a right.

As the owner of both the hardware and software, the Salem School District reserves the authority to withdraw this privilege. Failure to adhere to the following procedures will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action. The Administration retains the right to monitor the use of Salem School District provided technology through access to passwords, user accounts or any other means.

1. All use of networks must be in support of education, research, or business within the education goals and objectives of the purposes of Salem School District.
2. Staff may access network and on-line services, use e-mail and voice mail for school related assignments, educational, administrative or other professional purposes.
3. Electronic communications (i.e. voice mail, e-mail, Internet) should not be considered completely private and secure. While e-mail will be respected, users must understand that all information may be accessed by technology staff and administration. Users should not, under any circumstances, transmit or reveal personal or confidential information about themselves or others. Student directory information must not be shared, nor should any student information be shared with personnel unless such personnel possess a legitimate educational interest in such information.
4. While network files will be respected, users must understand that all information may be accessed by staff or administration. Users should not assume that any information stored on the network is private or confidential.
5. Network accounts are to be used only by the authorized owner of the account.
6. Students may access network and on-line services for school related assignments and educational purposes. Students are prohibited from using e-mail at school.
7. All users will abide by the generally accepted rules of user etiquette and all applicable school policies.
8. Staff members will monitor the use of the Internet by students.

9. Users encountering controversial or offensive information should exit the site and contact their teacher or school administration.
10. Prior to publishing student work on the Internet, teachers will obtain student and parent or guardian's permission in writing.
11. The district is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the district will not be responsible for any unauthorized charges or fees resulting from access to the network or Internet.
12. Reproduction of copyrighted electronic resources should not take place without appropriate source documentation and permission.
13. Hardware may not be modified, abused or destroyed in any way.
14. Users may not install, copy, modify, abuse or destroy software in any way.
15. Use of the network to disrupt the use of the network by others, is prohibited.
16. Users are prohibited from using the network for:
  - commercial or for-profit purposes
  - posting hate mail, harassment, discriminatory remarks and other anti-social behaviors
  - accessing or processing pornographic materials, inappropriate text files or files dangerous to the integrity of the local area network
  - product advertisement
  - political lobbying
  - bulk posting to individuals or groups to overload the system (i.e. spamming)
17. Any violations of the use of the networks or the Internet should be reported to the appropriate staff member or administrator. Such violation shall subject the user to appropriate discipline, in accordance with Board policies and procedures and the law.
18. All other Board policies regarding the confidentiality of student information are in effect.
19. All state and local laws regarding technology are upheld and applicable.

Procedure Adopted: August 16, 2004

Revised Procedures 1<sup>st</sup> Reading: July 17, 2006

Revised Procedures Adopted: August 14, 2006

Revised Procedures 1<sup>st</sup> Reading: July 20, 2009

Revised Procedures Adopted: August 17, 2009