

Administrative Procedures for Internet and Electronic Network Use

In order to implement the Board of Education's policy for Acceptable Use, the following procedures will be followed. Although some specific examples of prohibited use are stated, these administrative procedures do not attempt to state all required or proscribed behavior. Failure to comply with this policy/administrative procedure shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

I Acceptable Use

Access to the school's Network and Internet is provided for educational purposes and research consistent with the school department's educational mission and goals.

II Privileges

The use of the school department's Network and Internet is a privilege, not a right. Inappropriate use may result in the cancellation of these privileges. The principal and their designees shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

III Unacceptable Use

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

Accessing materials or communications that are: Damaging to another's reputation, Abusive, Obscene, Sexually oriented, Threatening, Harassing, Illegal, or Contrary to the Board of Education;

Sending or posting materials or communications that are: Damaging to another's reputation, Abusive, Obscene, Sexually oriented, Threatening, Harassing, Illegal, or Contrary to the Board of Education;

Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation;

- Using the network for private financial or commercial gain;
- Wastefully using resources including but not limited to printing documents for personal use;
- Utilizing any software having the purpose of damaging the school department's system or other user's system;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account, password, or assigned computer;
- Posting material authorized or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Forging of electronic messages;
- Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of the system users to send/ receive electronic mail;
- Using the network while access privileges are suspended or revoked; and
- Using the network or Internet in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Staff Supervision

Staff members should become familiar with this procedure and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of this policy, they should correct the student and address the matter in accordance with this procedure and the South Portland School Department Disciplinary policies and procedures.

Compensation

The student and/ or student's parent(s)/ legal guardian shall be responsible for compensating the school department for any losses, costs, or damages incurred by the school department relating to or rising out of any violation of these procedures.

Security

Network security is a high priority. If a student or staff identifies or perceives a security problem or a breach or these responsibilities on the Internet, the user must immediately notify the appropriate staff. The student must not demonstrate the problem to other student users.

User accounts and passwords are to be kept confidential. Any user identified as a security risk may be denied access to the network.

Telephone Charges

The South Portland School Department assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and or equipment or line costs.