

Regulation Code: 3225-R Computer, Network, And Internet Usage for Students

The purpose of school district-provided computers, networks, and Internet access is to facilitate communications in support of teaching and learning. To remain eligible as users, students must restrict their activities to endeavors which are in support of and consistent with the educational objectives of the Chapel Hill-Carrboro City Schools (herein referred to as CHCCS or the district). Technology use, network access, and Internet access are privileges. Use and access entails responsibility.

The educational value of student access to technology and information resources is the joint responsibility of students, teachers, parents and employees of the Chapel Hill-Carrboro City Schools. Since access to technology, networks, and the Internet are valuable and limited resources, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends not consistent with the mission of the Chapel Hill-Carrboro City Schools is prohibited. This statement represents a guide to the acceptable use of the Chapel Hill-Carrboro City Schools computer, network, and Internet facilities.

Staff members should become familiar with these procedures and should enforce the rules concerning acceptable and unacceptable use when their duties include supervising students or staff using district technology resources. Staff members who become aware of violations of the Computer, Network, and Internet Acceptable Use Policy for Students, should correct the user and address the matter in accordance with this procedure and the school's code of conduct.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

All use of computers and networks must be consistent with the educational mission and goals of the school district. The intent of this procedure is to make clear certain cases which are inconsistent with the educational objectives of the school district, not to exhaustively enumerate all such possible uses.

UNACCEPTABLE USE OF COMPUTERS AND NETWORKS

1. No person shall knowingly gain access to, or attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment, without the consent of authorized school or district personnel.
2. Use of a computer account or computer to access resources and facilities is limited to bona fide CHCCS administrative, instructional, or limited non-academic purposes. (Personal use or non-academic interests such as reading hobby news groups or sending personal mail is a lower priority, and is allowed so long as it does not displace or disrupt use for instructional, research, or administrative purposes.) Using a computer account for non-educational computerized entertainment, games and multi-user chat facilities is not permitted.
3. No person shall knowingly alter, delete, or destroy data, information, or programmatic instructions contained on or in a computer, computer system, computer network, information storage media, or peripheral equipment, without permission from authorized school or district technology personnel.
4. No person shall knowingly introduce a set of instructions, programmatic or otherwise into a computer, computer system, computer network, information storage media, or peripheral equipment, without permission from authorized school or district technology personnel.
5. No person shall add, delete, or modify the default setup of computers or network equipment without permission from authorized school or district technology personnel. This includes changing screen savers, enabling file sharing capabilities, or installing personal software on hard drives or network drives.

6. Attempting to circumvent district computer security systems, or using district computer systems or computer networks in attempting to circumvent security systems elsewhere is prohibited.
7. No person shall use a computer to eavesdrop on another user or to collect passwords or other authentication information.
8. No person shall use a computer anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for their actions.
9. Wasteful or extravagant use of CHCCS computer and network resources is prohibited. Such wasteful or extravagant uses can be illustrated by, but are not limited to, any printing of posters and banners for personal parties and events, printing overly lengthy documents, or printing multiple copies of documents.
10. Users shall not erase, rename, or make unusable anyone else's network account, computer files, or programs.
11. Users shall not access another person's account, materials, information, or files without the direct permission of that person is prohibited.
12. Users shall not use district computers or networks for purposes of personal profit, or any non-instructional or non-administrative purpose (e.g., activities for personal profit).
13. Users shall not use district computers or networks for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
14. Users shall not copy, change or transfer any software or documentation provided by school district, teachers, of another student without permission from authorized school or district personnel.
15. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer or network equipment.
16. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
17. Users shall not deliberately access or create any obscene or objectionable information, language or images.
18. Users shall not intentionally damage any technology equipment or system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
19. Users shall not tamper with computers, networks, printers or other associated equipment without the direct permission from authorized school or district personnel.
20. Users shall not take home technology equipment (hardware or software) without written permission of authorized school or district personnel.
21. Users shall not invade the privacy of individuals.
22. Users shall not post material authorized or created by another, including photographs, graphics, and text from published websites, without his/her consent.
23. Users shall not post anonymous messages.
24. Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services, or to raise funds for non-district related activities or organizations.
25. Users shall not forge electronic mail messages or web pages.

26. Users shall not use district computers or the network while access privileges are suspended or revoked.
27. Users shall not use district computers or the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
28. Users shall not subscribe to or use fee based on-line services without permission from authorized school or district personnel.
29. Users shall report illegal or unauthorized use of technology equipment or the network to the supervising teacher, the authorized technical support personnel, or information technology administrator.

ACCEPTABLE USE OF THE INTERNET

In order to support the curriculum and the informational needs of all students, the Chapel Hill-Carrboro City Schools provide a wide variety of materials representing a broad range of opinions and ideas and presented in many formats. In keeping with this goal, the district provides Internet access to students and staff. This section outlines acceptable and unacceptable uses of Internet access. By signing the Unsupervised Internet Access form, parents are permitting their middle and high school students to have unsupervised access to the Internet.

All CHCCS students have access to the Internet. Supervised access to the Internet is defined as access to the Internet when a CHCCS staff member either is present with the students or has provided an Internet related assignment for students to complete. Examples of supervised access include all classroom settings with a staff member present, computer labs with a staff member present, and media centers when a staff member or trained volunteer is circulating or otherwise monitoring student use of the Internet. Unsupervised access is defined as student access when an adult cannot continuously be present, for example, in the media center when students are present without teachers and other staff are not available to monitor Internet use.

The Internet is provided for school-related purposes only. While Chapel Hill-Carrboro City Schools personnel will make every effort to monitor student use of the Internet, monitoring the Internet itself is not possible, nor is it possible to monitor students every minute that they are on the Internet. Middle and high school students may have unsupervised access to the Internet if parental permission is on record.

CHCCS requires that students make use of the Internet in an acceptable manner. "Acceptable use" means that Internet access may only be used for educational purposes that are consistent with the objectives of the Chapel Hill-Carrboro City Schools, such as to learn about or complete assignments. Internet use must comply with the rules established by the Chapel Hill-Carrboro City Schools, as well as with any state or federal laws or regulations. In addition, a user who accesses another organization's network or computing resources must comply with the rules and procedures of that network.

In accordance with the Children's Internet Protection Act (CIPA), the district installed a filtering system to prevent students from viewing inappropriate matter. Since no content filtering solution provides 100% protection from inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern, the user is ultimately responsible for his or her activity on the Internet.

All Internet users must use Internet access in a responsible manner. This includes, but is not limited to, the following:

1. Use Internet access for educational purposes in a manner that is consistent with acceptable use

as described above.

2. Be polite. Do not be abusive in your messages to others.
3. Use appropriate language. Do not curse, use vulgarities or use any other language that is inappropriate and inconsistent with the student code of conduct.
4. Keep your password and other personal information private. Do not share your password with other persons, including fellow students. Do not give out your name, address or phone number; your school's name, address or phone number; or others' name, address or phone number.
5. Use information and equipment in a careful and responsible manner.

UNACCEPTABLE USE OF THE INTERNET

Users may not use Internet access to do the following:

1. Send, receive or display restricted material (see below);
2. Use obscene language;
3. Use the network for their own commercial profit or gain;
4. Inappropriately use copyrighted materials (see Use of Copyrighted Materials below);
5. Harm or destroy data and/or equipment by introducing a digital virus, damaging operating system files or files not belonging to you or physically damaging equipment (see Destruction of Property);
6. Waste network resources (i.e., "chain letters", "spamming", or non-educational "chat rooms");
7. Gain access to private data or equipment;
8. Harass, attack, or insult others (see Restricted Material and Harassment or Attacking Others);
9. Discuss, access, or participate in illegal activities;
10. Access information that has a cost involved - the student will be responsible for such cost.

RESTRICTED MATERIAL

Students shall not intentionally access, send, receive or download any file or engage in any conference that includes material which:

1. is obscene, libelous, indecent, vulgar, profane or lewd.
2. advertises any product or service not permitted to minors by law or school policy and regulations.
3. constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation, discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

All violations of the above procedures will result in the immediate loss of network access privileges, parent contact and any consequences spelled out in each school's code of conduct. However, the following may also apply:

1. Destruction of Property

If unacceptable use includes destruction of property (network hardware, software or data), then a

fine for equipment, software, and/or labor to repair the damage may be assessed. CHCCS may also file charges with law enforcement officials if damage is determined to be malicious.

2. Harassment or Attacking Others

Unacceptable use involving harassment can also result in charges being brought by the person being harassed - particularly if that person is out of state or not a member of CHCCS. CHCCS does not control whether charges are filed in these cases.

3. Use of Copyrighted Materials

Much of the information on the Internet may be subject to a copyright privilege or licensing agreement that, among other things, prohibits copying and distributing the material. Users should assume that all communications and information accessed on the Internet is private property subject to copyright protection. The duplication of software is specifically prohibited by this regulation and is a violation of the law. Other material accessed on the Internet may be reproduced for "fair use." Fair use allows copyrighted materials to be reproduced for limited purposes such as teaching or research. Reproduction beyond fair use needs the permission of the copyright holder. A good rule is to reproduce/photocopy materials only for your own personal use - not to be distributed to others. Violations of copyright law could result in liabilities and excessive monetary penalties. If a student is found to have violated copyright law, the student, not the school, will be held liable for such violation.

CONFIDENTIALITY OF INFORMATION

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly and according to these procedures. Users should not expect that information on district servers will always be private.

Users also should recognize that information on the Internet, including e-mail, is not private. Companies with home pages can record when the site is accessed and identify the users by tracing the Internet address or modem and phone numbers used. As a result, students should not send messages containing personal or private information about themselves or others.

CHCCS will not make privileged information about students available on the Internet, whether on the district web site or on individual school sites. Personally identifiable information about a student will not be posted on the Internet.

NO WARRANTIES OR GUARANTEES ON SERVICE

The Chapel Hill-Carrboro City School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the Board's or the users' negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its Internet access services.

Adopted: November 20, 1997

Revised: March 23, 2000; February 7, 2002; May 6, 2004