

**Instruction**

**SWIFTNet Acceptable Use**

The use of South Windsor Information Technology Network (SWIFTNet) is to promote the exchange of information to further education and research and is consistent with the Vision Statement of South Windsor Public Schools and its Technology Mission.

Unless otherwise specified, the following policy shall apply to students, employees, volunteers, and contractors employed by South Windsor Public Schools.

1. Users have sole responsibility for the use of their account and will be held responsible for any policy violations that are traced to their account.
2. Users will not knowingly degrade the performance of the network.
3. Users will comply with all rules of copyright and personal property. Ownership of text, music, software, graphics, and other media is protected and must be respected.
4. Users will communicate with appropriate language. Communications which are defamatory, profane, abusive, threatening, harassing, racially offensive, sexually offensive, obscene, or which promote illegal activities are not permitted at any time.
5. Use of the network for any illegal activities is prohibited.
6. Impersonation, anonymity, and pseudonyms are not permitted.
7. SWIFTNet is not for commercial use, or political or religious purposes.
8. Any use of SWIFTNet without authorization is prohibited.
9. SWIFTNet and the messages and documents created and transmitted on it are the property of South Windsor Public Schools.
10. South Windsor Public Schools reserves the right to monitor and supervise the use of its property.
11. It is not the intent of this policy to enumerate all instances of acceptable and unacceptable use of SWIFTNet. Any violation of this policy and inappropriate use as determined by South Windsor Public Schools may result in access privileges being revoked and subsequent disciplinary actions as outlined in Board of Education Policy.
12. South Windsor Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. South Windsor Public Schools will not be responsible for any damages users may suffer through use of the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by user negligence, errors or omissions. South Windsor Public Schools specifically assumes no responsibility for the accuracy or quality of information obtained through its services from Internet sites beyond its direct control and supervision.
13. Appropriate regulations shall be developed consistent with this policy for students in elementary, middle and high school.

**Policy adopted: September 8, 1998**

## **SWIFTNet Acceptable Use**

### **Regulations for South Windsor High School**

The purpose of South Windsor Information Technology Network (SWIFTNet) is to promote the exchange of information to further education and research. SWIFTNet is consistent with the Vision Statement of South Windsor Public Schools and with its Technology Mission Statement.

Unless otherwise specified, the following policy shall apply equally to students and employees as well as volunteers and contractors employed by South Windsor Public Schools.

### **Guidelines for Use of SWIFTNet**

South Windsor High School community members who use SWIFTNet must comply with the terms of this Acceptable Use Policy. Our ability to offer this service depends on your efficient, ethical, and legal utilization of network resources. There are occasionally items on the Internet which some may consider inappropriate. There is no way to totally eliminate objectionable material. The Internet is a complex arrangement of governmental agencies, regional and state networks, and commercial enterprises and depends upon the proper conduct of the people who use it.

You must abide by the Terms and Conditions of this document. Your signature at the end indicates you have read and agreed to all the terms and conditions and understand their significance.

### **Terms and Conditions**

#### **1. Acceptable Use**

The use of your account will be for appropriate communication, education and research, and collaborative work. You may not use the Internet in violation of any federal, state, or local law. This includes, but is not limited to, misuse of copyrighted or confidential material or any use of threatening or obscene material.

#### **2. Privilege**

The use of our computer network is a privilege, not a right, and inappropriate use will result in cancellation of your privilege. The administration, faculty, and staff of South Windsor High School may request the System Administrator to deny, revoke, or suspend specific user accounts. System Administrator(s) may close your account at any time as warranted. If you feel your privileges have been unjustly denied, revoked, or suspended, you may appeal to the appropriate administrator.

#### **3. Rights and Responsibilities of South Windsor High School Students**

3.1. You must recognize the fundamental differences between public (e.g., news) and personal (e.g., e-mail) forms of communication and shape your content accordingly. Electronic mail (e-mail) is not private. System Administrators do have access to all mail and will report to school officials any messages they become aware of that relate to or support illegal activities or life-threatening situations, or that violate School Board Policies.

3.2. You must take responsibility for your own actions in navigating the network. You must be aware that there are many services available on the Internet that may be considered offensive. If you receive unwelcome communications you should bring them to the attention of a teacher or administrator.

3.3. Statements you make on the Internet are representative of your point of view and not that of South Windsor High School or its administrators.

3.4. Use appropriate language. Communications which are defamatory, profane, abusive, threatening, harassing, racially offensive, sexually oriented, obscene, or which promote illegal activities are not permitted at any time.

- 3.5. Avoid offensive or inflammatory speech. You must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network.
- 3.6. Adhere to the rules of copyright. You must respect all copyright issues regarding software, information, and attributes of authorship. Ownership of text, music, software, and other media is protected and must be respected. The illegal installation of copyrighted software or files on district computers is prohibited. Copying copyrighted software or files installed on district computers, unless specifically permitted by the software's licensing agreement, is prohibited.
- 3.7. Refrain from re-posting personal communication without the original author's prior consent. To do this is a violation of the author's privacy. This does not apply to messages posted in a public forum, such as newsgroups or listservs, which may be copied in subsequent communications, providing the original posting source is referenced.
- 3.8. Use the network only for legal activities. Illegal activities include, but are not limited to, tampering with computer hardware or software, unauthorized entry into computers, *pirating* software, or knowledgeable vandalism or destruction of computer files.
- 3.9. Use the network only for educational activities. Use of the school's computing systems to further for-profit enterprises is not acceptable. SWIFTNet is not for personal business use, or political or religious purposes.
- 3.10. Avoid the intentional or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses are considered criminal activity under state and federal law. You must use reasonable measures to prevent the spread of computer viruses.
- 3.11. Accept full responsibility for account usage. Under no conditions should you give your password to another person.
- 3.12. Honor the privacy of other users. Do not reveal anyone else's home address, phone numbers, credit card numbers, or passwords.
- 3.13. Take responsibility for your messages. Anonymity, impersonation, and pseudonyms are not permitted. You must take responsibility for your actions and words.
- 3.14. Display exemplary behavior on virtual field trips. You must conduct yourself as a representative of the school when using the network.
- 3.15. Do not knowingly degrade the performance of the network. Sending chain letters is an abuse of the network and is prohibited.
- 3.16. Any use of SWIFTNet without authorization is prohibited.

**Failure to fulfill these responsibilities will result in the loss of network privileges.**

#### **4. Hold Harmless**

South Windsor Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. South Windsor Public Schools will not be responsible for any damages users may suffer through use of the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by user negligence, errors or omissions. South Windsor Public Schools specifically assumes no responsibility for the accuracy or quality of information obtained through its services from Internet sites beyond its direct control and supervision.

#### **5. Security**

Security on any computer system is a high priority, especially when the system involves many users. You should not transmit personal information about yourself or your family unless you are sure it will not be misused. Do not disclose your password or personal financial information. If you suspect a security

problem on the network system, you must notify a System Administrator, teacher, or administrator at South Windsor High School. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to access the computer network as a System Administrator will result in termination of your usage and may result in disciplinary consequences up to and including suspension and expulsion. Any individual identified as a security risk or having a history of problems with other computer systems may be denied access to the computer system.

## 6. **Vandalism**

Vandalism is a malicious attempt to harm or destroy hardware, software, or data of another user, SWIFTNet, the Internet, or any of the agencies or other networks that are connected to the Internet. At a minimum vandalism will result in cancellation of privileges, but may include disciplinary consequences up to and including suspension and expulsion, as well as financial restitution.

## 7. **User Fees**

Currently, there are no user fees for SWIFTNet.

### **South Windsor High School World Wide Web Page Policy**

**Purpose:** The purpose of SWHS's WWW pages is to support SWHS's mission statement. The intent, therefore, is to facilitate research and communication relative to the curricular and co-curricular activities of the school community.

1. Only directory information may be published without a release form. All other student information, pictures, and work will require a signed release form before being published.
2. The purpose of SWHS WWW pages is to support curricular and co-curricular activities for the school community. No personal or commercial use will be accepted.
3. Individuals designated by the Technology Team will be the only computer users in the building with access to the file server directory into which WWW pages must be placed. Pages must be reviewed by the Technology Team (or designated individuals) prior to placement on the file server.
4. Any alterations to any SWHS WWW pages must be approved by the Technology Team or their designated individuals.
5. Copyrighted software, data, or media may not be placed on SWHS's electronic communication system(s) without written permission from the holder of the copyright. Only the owner(s) or individual(s) the owner(s) specifically authorize may upload copyrighted material to the system(s).
6. Any information posted as part of the SWHS WWW site must follow the current SWHS Web Design Guidelines.

**IN ORDER TO SET UP YOUR ACCOUNT, PLEASE SIGN BOTH SIDES OF THIS FORM AND  
RETURN TO SWHS MAIN OFFICE BY SEPTEMBER 11, 2009**

**SWHS STUDENT USER AGREEMENT**

This agreement is a multiyear agreement which will be binding as long as you are a student of the South Windsor High School community and/or a registered user of SWIFTNet. I have read and I agree to comply with the Guidelines for Use of SWIFTNet. I also understand that:

1. SWIFTNet and the messages and documents created and transmitted on it are the property of South Windsor Public Schools.
2. South Windsor Public Schools reserves the right to monitor and supervise the use of its property.
3. It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use of SWIFTNet. Therefore, any violation of this policy, even though not specifically mentioned in the Guidelines, but determined by South Windsor Public Schools to be an inappropriate use of SWIFTNet or to improperly restrict or inhibit other members from using and enjoying SWIFTNet, may result in my access privileges being revoked and in disciplinary actions as specified in Board of Education Policy.
4. South Windsor Public Schools has taken reasonable precautions to eliminate objectionable materials (e.g. pornography, drug-oriented forums, vulgarity, etc.) from SWIFTNet. However, it is impossible for South Windsor Public Schools to restrict all such materials and I will not hold them responsible for such materials acquired on the network.

Student's Name: \_\_\_\_\_

*(Please Print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian

*If you are under the age of 18, a parent or guardian must also read and sign this form.*

- In addition to reading the regulations, I have read and understand the Board of Education SWIFTNet Acceptable Use Policy. I give permission for my child to use the Internet in accordance with Board policy and these regulations.
- I realize South Windsor Public Schools publishes a variety of teacher and student projects on the Internet. I understand that pictures of students in group activities are allowable without student names, that student work may be presented with given names only, that there shall be no pictures of individual students, and that there shall be no surnames used. Knowing this, I give permission for my child's given name and/or work to be published on the South Windsor Public Schools network and/or web pages.

Parent or Guardian's Name: \_\_\_\_\_

*(Please Print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release Form for Electronically Displayed Student Information/Work**

South Windsor High School utilizes the latest technologies to support student learning needs. As part of the many technological applications employed in curriculum and co-curriculum activities, we publish a variety of teacher and student projects and club information on the Internet. All information must be authorized by the designated school

staff before being published. Your signature below acknowledges permission for your name and/or work to be published on South Windsor High School's network and/or web pages.

I hereby give permission for my name, and/or work to be electronically displayed and produced by South Windsor High School, and hereby release the South Windsor Board of Education from any liability resulting from or connected with the publication of such work.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent or Guardian (if student is under 18 years of age):

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Regulation approved: September 8, 1998**

**Revised: December 14, 1999**

**Revised: May 9, 2001**