

# FACULTY AND STAFF USE OF THE INTERNET

Internet access is now available to the faculty and staff in the Manchester City School District. Our goal in providing this service to faculty and staff is to promote educational excellence in the Manchester City Schools by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Faculty and staff have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from research institutions;
3. Public domain and software of all types;
4. Discussion groups on a variety of topics; and
5. Access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information but the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her account will be terminated and future access to the Internet could be denied.

## INTERNET - TERMS AND CONDITIONS

1. *Acceptable Use* - The use of your account must be in support of education an research and consistent with the educational objectives of the school district. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Downloading or transmission of any material in violation of any district, state, or federal regulation is prohibited. Prohibited or illegal activities include but are not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, threatening or attacking others
  - Damaging computers, computer systems or computer networks
  - Violation of copyright laws including downloading of copyrighted music or software files
  - Trespassing in other's folders, work or files
  - Intentional misuse of resources
  - Using another's password
  - Use of the network for commercial or personal purposes except in very limited circumstances
  - Use for product advertising or political lobbying
  - Revealing your personal address or phone number or that of another person

2. *Privileges* - The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. The building principals will deem what is inappropriate use and their decision is final. Also, the building principal shall have the authority to prohibit the use of the Internet by individuals or groups at any time as required. The building principal may request the technology coordinator to deny, revoke or suspend user access to the Internet.
3. *Net Etiquette* - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Avoid offensive or inflammatory speech. Be courteous and polite.
  - Use appropriate language. Profanity or obscenity are not permitted at any time.
  - Do not reveal your personal address or phone numbers or those of students or colleagues.
  - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities shall be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the work of others.
  - All communications and information accessible via the network should be assumed to be private property.
  - Do not quote personal communications without the author's prior consent.
4. *Vandalism* - Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
5. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account.
6. *Instructions of Students* - Faculty and staff members who are responsible for the supervision of students using the Internet will ensure that those students understand the responsible use of the Internet and the consequences of improper use.