

**INTERNET ACCESS FOR STAFF –  
ACCEPTABLE INTERNET USE PROCEDURES – FOR STAFF**

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology the intranet, and the Internet.

Definition

The definition of "Information Networks" (Network) is any configuration of hardware and software which connects users. The Network includes, but is not limited to, all computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local and externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Network, mobile, and stand-alone devices are also governed by this acceptable use procedure.

The School District Services

The Goffstown School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The Goffstown School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the Goffstown School Board. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the Network requires that all users conduct themselves in a responsible, respectful, decent, ethical, and polite manner while using the Network. The user is ultimately responsible for their actions in accessing Network services.

Guidelines

1. Access to the Network and to the information technology environment within the Goffstown School District is a privilege and must be treated as such by all users of the Network and its associated systems.
2. Information Networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the Goffstown School District requires an account, such as device, Network, or Internet access, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the Goffstown School District are limited. All users must exercise prudence in the shared use of this resource.

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(continued)**Unacceptable Use

The Goffstown School District has the right to take disciplinary action, remove computer and Network privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other Network users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, quantities of information that overwhelm the system, and/or using any district Network to make unauthorized entry into any other resource accessible via the Network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the Network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a Network to access inappropriate materials.
10. Uses a Network device to circumvent content filtering or other access controls to gain access to blocked or restricted content / resources.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
12. Uses a District Network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

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School District Rights

The Goffstown School District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use on the school district computer Network or district provided online resources.
2. Make determinations on whether specific uses of a Network are consistent with these acceptable use procedures.
3. Log Network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the Network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's Network activity.

School District Network/Internet Code of Conduct

Use of the Network by students and staff shall be in support of education and research that is consistent with the mission of the Goffstown School District. Network use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the Goffstown School District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Network account from others.
2. Respect the privacy of other users. Do not use other users' usernames or passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any Network in a way that does not disrupt its use by others.

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7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Network / Internet for commercial purposes.

Additional Rules for Use of 3D Printers and Fabrication equipment:

Use of 3D printing and fabrication equipment such as CNC routers, laser cutters, and similar equipment by students and staff shall be in support of education and research that is consistent with the mission of the Goffstown School District. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Only designated District staff will have hands-on access to this equipment.
2. This equipment may be used only for lawful purposes. Users may not create material that is:
  - a. prohibited by local, state, or federal law.
  - b. Prohibited by District Policy.
  - c. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - d. Obscene or otherwise inappropriate.
  - e. Violates another's intellectual property rights. By submitting content, the user agrees to assume all responsibility for and will hold the District harmless in all matters related to patented, trademarked, or copyrighted materials.
  - f. Regulated or requires a license to use or carry.
3. The District reserves the right to approve or deny all 3D printing or fabrication requests.
4. The District is not responsible for any damage, loss or security of data arising from the use of its computers or Network, nor for the functionality or quality of content produced on this equipment.
5. The District reserves the right to charge a fee for fabrication.

Additional Rules for Online and Digital Resources

Use of Online and digital resources by students and staff shall be in support of education and research that is consistent with the mission of the Goffstown School District. Digital platforms that collect user information or require the user to have an account are subject the following conditions:

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1. All digital resources (computer applications, mobile apps, etc.) that are installed or accessed on district owned devices must be reviewed and approved by the Director of Technology or their designee(s).
2. All online resources (apps, websites, etc.) that require a user to log in with a username / password must be reviewed and approved by the Director of Technology or their designee(s). These resources must meet or exceed the data privacy and security requirements specified in the District's Data Governance Plan.
3. Students may only access digital resources utilizing district provided accounts. Online resources that require students to sign up or create their own account must be approved by the Director of Technology or their designee(s) prior to use.
4. Digital platforms that are used as part of instruction that require the employee to log in with a username / password to create, manage, or access the content must be reviewed and approved by the Director of Technology or their designee(s) prior to use.

Additional Rules for Use of Artificial Intelligence Chatbots, Plugins, and Platforms

Artificial Intelligence (AI) can be a beneficial tool when utilized to support education and research that is consistent with the mission of the Goffstown School District. AI use within the school district is subject to the following conditions:

1. AI based tools should only be used to support teaching and learning in a way that is consistent with the mission of the Goffstown School District.
2. AI based tools used for educational purposes, should be used ethically. This includes respecting privacy, avoiding bias, and ensuring the AI is used to enhance, not replace, human instruction.
3. All AI based tools need to be vetted before use and are subject to the same data privacy and security requirements as any other online or digital resource.
4. AI based tools learn by ingesting data. Neither confidential information nor Personal Identifiable information (PII) should be provided into any AI based system unless the platform has been explicitly approved for that role by the Director of Technology or their designee(s) prior to use.

Additional Rules for Use of Personally Owned Devices by the Employee

1. Use of personally owned devices for school-related work other than reading and responding to e-mail, research, and development of lesson plans, obtaining Multi-Factor

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Authentication (MFA) tokens etc., is NOT authorized.

2. Any information systems that store student Personal Identifiable Information (PII) or are covered by FERPA/HIPPA (PowerSchool, Schoology, NHSEIS, Progress Reports, etc.) are not allowed to be accessed by a personal device.
3. Use of personally owned devices for school-related work for taking, collecting, or storing photographs or video footage containing students or staff is not authorized.
4. Any school-related work or work-related communications that are stored on devices are subject to policy EHAA and RSA 91-A; NH Right to know requests.
5. Autonomous listening appliances, smart speakers, or personal assistants with listening and/or recording capabilities (such as Echo, Alexa, Google Assistant, Apple HomePod, etc.) are not authorized.
6. The employee is responsible for proper care of their personally owned device, including any costs of repair or replacement of any modifications to that device and includes the installation of up-to-date anti-virus software which is required in order to use the device at school.
7. The district is not responsible for damage, loss, or theft of any personally owned device.
8. Employees are required to comply with all Board policies, administrative procedures and school rules while using personally owned devices at school. Employees are not allowed to access the District's Network without specific authorization from the Director of Technology or their designee(s).
9. Employees shall not allow students to access the employees personal Network.
10. Employees have no expectation of privacy in their use of a personally owned device while it is being used on school Networks.
11. Violation of any of these rules or should a security breach occur involving a personally owned device may result in the confiscation of those personally owned devices used by the employee in school as part of the investigation. The contents of the device may be searched in accordance with applicable laws and policies.

The Goffstown School District will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws will be subject to suit for civil damages as well as prosecution by the District to the full extent of the law. Incidents related to the security of student or employee confidential data

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or impacting the performance or integrity of the District Networks or system will be reported as required by RSA 31:103-b, Cybersecurity.

The Goffstown School District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Reference:

Policy EHAB - Data Governance and Security

Policy EHAA – Computer Security, E-Mail, and Internet Communications

Policy GBEF School District Networks and Internet Access for Staff

**Legal References:**

RSA 31:103-b, Cybersecurity

RSA 91-A, Access to Governmental Records and Meetings

RSA 189:66-V – Student Information Protection and Privacy

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

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