



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
CORRECTIONS SPECIAL SCHOOL DISTRICT



**NETWORKING AND ACCEPTABLE USE  
POLICY, ATTENDANCE POLICY, AND AGREEMENT FORM**

## **NETWORKING AND ACCEPTABLE USE POLICY**

### **Purpose**

**The purpose of this policy is to serve as a statement on the appropriate and acceptable use of the Corrections Special School District Computer Network, including the District's connection to the Intranet.** The Corrections Special School District comprises the Granite State High School and the Career and Technical Education Center throughout the New Hampshire Department of Corrections.

### **Education and Career and Technical Education Center Purposes**

The purpose of the Corrections Special School District Network is to enhance the established school curriculum. Its purpose is to serve as a resource for improving, extending and enriching the teaching and learning in the Corrections Special School District. Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational standards within the Corrections Special School District. **Do not log on to the computers without permission from the teacher. Logging on without permission will result in disciplinary action.**

Within reason and in a manner consistent with the Corrections Special School District's mission, freedom of speech and access to information will be honored within the security constraints of the Department of Corrections.

### **Privilege**

The use of the Corrections Special School District Network is a privilege and not a right. There are and will be varying degrees of access to the Corrections Special School District Network that are and will be allowed to different inmate learners, both students and workers. Some of these levels will be determined by course and curriculum, and some by demonstration of acceptance of responsibility as workers assigned to the Corrections Special School District. The hiring body, (i.e. administrator, teacher or program coordinator) and the system administrator determine the level of access for each inmate student or worker that will be assigned.

Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access, and any activity that violates the Department of Corrections discipline policies. A list of inappropriate uses is in the rules section towards the end of this document. Any personal work other than school related work is considered inappropriate. The computers are not to be used for any personal or legal work of any kind.

Inappropriate use will result in restriction or cancellation of access privileges and other disciplinary actions as the District's staff deems appropriate, with regard to the Department of Corrections discipline policies.

All inmate students/workers will be required to sign and adhere to the Acceptable Use Policy for computer use.

## **Responsibilities**

All users assume full liability - legal, financial or otherwise - for their actions when using the Corrections Special School District Network.

All users of the network will be held fully responsible for the use of their account. Any inappropriate activities performed through the account will be considered to be the actions of the account holder. The responsibility of the user is to familiarize themselves with and abide by the rules of the Corrections Special School District networking policy.

## **Privacy**

The Corrections Special School District Network is maintained and managed by the system administrator in such a way as to ensure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the Corrections Special School District Network.

## **Student Guide (Computer Network and Intranet Access)**

The Corrections Special School District Network has constructed a computer network that encompasses many of the programs within the Department of Corrections-State Prison for Men and Women. Our network includes a large number of computers, printers, scanners, and CD-ROM towers.

Due to security related concerns Internet access is confined to instructional enhancement for and by civilian teachers and program coordinators only. Any Internet access by an inmate student or worker will result in immediate sanctions under the policies and procedures governing disciplinary behavior by the Department of Corrections.

More than 8000 K-12 schools in the United States and around the world use the Internet to enhance their students' education. Currently the New Hampshire Department of Corrections, in concert with the teaching staff, provides limited search assistance for topics related to school via the Internet. See the librarian or your classroom teacher for further details.

## **Rules for Acceptable Use**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network can be public in nature. General school rules for behavior and communications apply.

The network is provided for students to organize and process research from class and the library. Independent access to network services is provided to students who agree to act in a considerate and responsible manner as an employee.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards.

Network files areas are specific to classrooms and monitored by the classroom teacher or program coordinator. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

**The following behavior or actions are not permitted**

- ✓ Legal and/or personal work.
- ✓ Password protecting any file(s) without the permission of the CSSD personnel
- ✓ Displaying offensive messages or pictures.
- ✓ Using obscene language.
- ✓ Harassing, insulting or attacking others through the various multimedia.
- ✓ Damaging computers, computer systems or computer networks.
- ✓ Violating copyright laws.
- ✓ Using others' passwords.
- ✓ Trespassing in others' folders, work or files.
- ✓ Intentionally wasting limited resources.
- ✓ Employing the network for commercial purposes.

**Sanctions**

- Violations will result in a loss of computer access. Additionally, offense will result in a disciplinary report and/or incident report depending on the severity of the violation.
- Possible removal from school depending on the violation and change of custody level if needed.
- When applicable, law enforcement agencies may be involved.

**Housing Change**

Any change in housing must be reported at the gate, before entering the North Yard, the first time you enter after you have been relocated. Failure to do so may result in your removal from the North Yard.

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I have read, understand, and will follow all the guidelines and provisions regarding conduct and behavior set forth in the Corrections Special School District Networking Policy as well as the Acceptable Use Policy on computer use.

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Name

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date