

**Acushnet Public Schools
Staff Acceptable Use Policy (AUP)
Computer, Internet, and Network**

Introduction

The Acushnet Public Schools Local Area Network is a data communications network implemented and managed by the Acushnet Public Schools with the capacity to link workstations, local area networks, and/or other external networks as well as access a wide variety of data communications resources worldwide.

The Acushnet Public Schools user has the responsibility to respect and protect the rights of every user in the community and on the network. Acushnet Public Schools Local Area Network users are expected to act in a responsible, ethical, and legal manner.

Acushnet Public Schools network access is a privilege offered each academic year to educators and students. It is expected that educators and students will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others behave in similar fashion.

Primary Goals

The goal of the Local Area Network is to support and enhance instruction, research activities, and administrative records management among the staff and students of the Acushnet Public Schools. In addition to access of network shared resources, the District, through its Internet Service Provider “Merrimack Education Center,” provides access to the Internet. This provides connections to regional, national, and international resources. The following guidelines establish minimum standards with regard to all uses of the Acushnet Public Schools Local Area Network.

User Responsibility

All staff, volunteers, and students must adhere to the network user policy. It is the responsibility of the network user to act in a manner that follows this policy.

Network Etiquette

Proper professional standards of conduct must be maintained. Users will not transmit any material that might be construed as threatening, obscene, or harassing. Users will refrain from accessing material that is inappropriate to the educational environment.

Administrator Access to Staff Files

Use of the Acushnet Public Schools’ computers, Internet, and Email are not private. Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Internet traffic may be monitored by the school district at any time to ensure compliance. In addition, all incoming and outgoing Emails are archived through our Email Host. Administrators will cooperate fully in providing access to law enforcement authorities when required.

Personal Computers/Laptops

The district does understand that in some circumstances it is necessary for teachers and staff to bring in their own computer. Therefore, any person who wants to bring in their own computer must first have it approved by the Director of Technology to meet security and virus protection standards.

Unacceptable Uses

Some examples of inappropriate and/or illegal use are: (This is not an exhaustive list of all possible inappropriate uses)

- ❖ Accessing, transmitting, or receiving obscene or pornographic material.
- ❖ Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright.
- ❖ Participating in private, commercial, or political activities that are not directly related to the educational purposes of the Acushnet Public Schools.
- ❖ Attempting to access another person's files, or any network applications that the user does not have permission to be on.
- ❖ Engaging in sexual harassment. The Acushnet Public Schools Sexual Harassment Policy, is applicable to computer / Internet conduct.
- ❖ Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal activity; that threaten, intimidate, or harass any other person; or that violate any other local, state, or federal laws.
- ❖ The use of proxy websites that allows a user to browse the Internet anonymously, and intentionally bypasses our firewall and content filters.
- ❖ The installation of non-approved software on computer workstations. All new software must be approved by the Director of Technology before being installed on workstations.
- ❖ Any form of vandalism, including damage to computers or hardware, and disseminating malicious software programs such as viruses that disrupt the operation of the network.
- ❖ Disruption of network/computer performance by changing configurations or attaching devices, physically or wirelessly to the network.
- ❖ Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
- ❖ Discussing highly sensitive or confidential school department information in e-mail communications.

- ❖ Using the Acushnet Public Schools technology network for gambling.

Violation of Policy

The Director of Technology in cooperation with the building principal and/or superintendent will review all alleged violations of the Acushnet Public Schools Acceptable Use Policy. Any violation of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal. Appropriate law enforcement personnel will be notified if it is believed the network user has broken any local, state, or federal laws.

Reporting

Should a staff user, while using the Acushnet Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of students, staff members or the property of the Acushnet Public Schools, that user is obligated to report his/her discovery of such material to the building principal.

Internet Safety & CIPA Compliance

The Acushnet Public Schools through its' ISP, provides content filtering that is CIPA compliant. CIPA is the acronym for Children's Internet Protection Act. Our content filtering software is updated on a regular basis and sites can be blocked per our request. The software is in place to help protect our students from obscene or questionable material that is not educationally relevant.

The Acushnet Public Schools will make every reasonable effort to monitor our network, internet traffic, and content filters to ensure student safety.

Disclaimer of Liability

While safeguards are in place to protect our students from offensive material, no filter is 100% effective. The Acushnet Public Schools disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and any other consequences of a student's network use. Under certain conditions, Massachusetts General Law (MGL) holds that email is public record and must be available for public inspection.

Web Publishing

The Acushnet Public Schools' websites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools' and our District's mission. Internet access for the creation of web pages is provided by the school district's Director of Technology. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary review.

To ensure the safety of our students and the accuracy and security of district information, the following guidelines must be adhered to:

- No student's personal information, such as last name, home address, and telephone number may be posted on the website. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.

- Photographs and images used must have written parent/guardian permission and also permission from not only the person or organization that owns the image, but of any person or persons included within the image.
- Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
- The creator of the web page is responsible for ensuring that the information contained within the site be of the highest editorial standards (spelling, punctuation, grammar, etc.).
- All web page content and links must be educationally relevant.

Adopted: 8/4/09

Revised: 8/17/10

**Acushnet Public Schools
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STAFF CONTRACT:

I, _____, accept and agree to abide by the *Acceptable Use Policy*.

I understand the use of the school's computer network and the Internet is a privilege rather than a right. I realize that inappropriate use will result in loss of this privilege and possible disciplinary and/or legal action.

I will not hold the Acushnet Public Schools responsible for any access to inappropriate materials found on the Internet or any consequences resulting from the use of the Internet.

Staff Name (please print): _____

Signature: _____ Date: _____