

Acushnet Public Schools
Student 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.

The Acushnet Public Schools is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection. Copies of all information created, sent or retrieved may be stored on the network's back-up files. The network's storage areas (including back-up and user files) will be treated like school lockers and may be subject to inspection. Internet (e-mail) messages are public communication and are not private. All communications including text and images may be subject to applicable law enforcement or other third parties without prior consent of the sender or the receiver. The Director of Technology, in cooperation with the building Principal and/or the Superintendent, may review communications (e-mail, attachments, and files) to maintain integrity and ensure that users are using the system in a responsible manner. Users should not assume that use of the Acushnet Public Schools Local Network is private.

All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Use of any information obtained via e-mail, the Internet, or other sources is at the risk of the user. The Acushnet Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

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.

The Acushnet Public Schools reserves its right to seek restitution from any user for costs incurred by the school, including legal fees, due to such user's inappropriate use of the school's technology resources.

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.
- *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.
- *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.
- *Cyberbullying, which is the repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, the electronic mail, the internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or

gestures, directed at a victim that: (i) causes physical or emotional harm to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71, Section 37O.

*Revealing the personal address or telephone number of oneself or another person.

*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.

*Using the Acushnet Public Schools technology network for gambling.

Violation of Policy

The Director of Technology in cooperation with the building principal and/or the superintendent will review all alleged violations of the Acushnet Public Schools Acceptable Use Policy. Violations of this policy may result in termination of the user's access to the Acushnet Public Schools Local Area Network, disciplinary action, and/or legal action. 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 student user, while using the Acushnet Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Acushnet Public Schools, that user is obligated to report his/her discovery of such material to his/her teacher or 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.

Adopted: 10/7/97

Revised: 9/24/02; 8/17/04; 8/4/09; 8/17/10

Acushnet Public Schools
Student Acceptable Use Policy (AUP) Contract
Computer, Internet, and Network

STUDENT 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 School District responsible for any access to inappropriate materials found on the Internet or any consequences resulting from use of the Internet.

User Name (please print): _____

Signature: _____ Date: _____

PARENT CONTRACT:

I, _____, the parent/guardian of _____ have read and understand the *Acceptable Use Policy*.

I give permission for my student to use the Internet connection and have witnessed my student's signature signifying his/her understanding as well.

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

Parent/Guardian (please print): _____

Signature: _____ Date: _____