

## **Acceptable Use Policy- Technology**

### **Purpose**

The Freetown and Lakeville Public Schools shall provide access for employees and students to the computer network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The computer network will be used to increase communication (staff, parent and student), enhanced productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The computer network will also be used to provide information to the community, including parents, governmental agencies and businesses.

### **Availability**

The Superintendent or designees shall implement, monitor, and evaluate the district's computer network of instructional and administrative purposes.

Access to the computer network, including external networks, shall be available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the computer network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges (other than in connection with directly supervised use during classroom instruction) and other disciplinary actions consistent with the policies of the Freetown and Lakeville Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Freetown and Lakeville Public Schools.

### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, procedures, and use agreements, consistent with the purposes and mission of the Freetown and Lakeville Public Schools as well as with law and policy governing copyright.

### **Monitored Use**

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. Copies of all information created, sent or retrieved are stored in the school's backup files. While the administration does not intend to review backup files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems appropriate in the ordinary course of its business, including but not limited to ensuring proper use of resources conducting routine maintenance. Where appropriate, communications including text images may be disclosed to law enforcement and other third parties, without prior consent of the sender or receiver.

### **Liability**

The Freetown and Lakeville Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The Freetown and Lakeville Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

## **Administrative Procedures**

1. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
2. The district will provide training to users in the proper use of the computer network.
3. Access will be granted to employees with a signed access agreement and permission of their supervisor.
4. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
5. Account names will be recorded on access agreements and kept on file at the building level.
6. Passwords shall be issued at the beginning of the school year and shall expire at the end of the school year.
7. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
8. Students completing required work will have priority for after hour's use of equipment.
9. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
10. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the computer network. All such agreements are to be maintained at the building level.
11. Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
12. Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
13. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
14. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
15. System users should purge electronic information according to district retention guidelines.
16. System users may redistribute copyrighted material only with written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administration procedures.
17. System administrators may upload/download public domain programs to the computer network. System administrators are responsible for determining if a program is in the public domain.
18. Commercial use of the computer network is prohibited.
19. Copyrighted software or data shall not be distributed or placed on the district computer network without permission from the holder of the copyright and system administrator.
20. The computer network may not be used for illegal purposes, in support of illegal activities or for any activity prohibited by district policy.
21. System users shall not use another user's account.
22. Any malicious attempt to harm, improperly access, or destroy equipment, material, data, or programs is prohibited.
23. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
24. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
25. Forgery or attempted forgery is prohibited.
26. Attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
27. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and other inflammatory language is prohibited.
28. Pretending to be someone else when sending or receiving messages is prohibited.
29. Transmitting or viewing obscene material or vulgar material that lack education value is prohibited.
30. Revealing personal information (address, phone numbers, etc.) is prohibited.
31. The district will cooperate fully with local, state, federal officials in any investigation concerning or related to misuse of the district's computer network.

A user who violates district policy or administrative procedures will be subject to suspension or termination of computer network privileges and will be subject to appropriate disciplinary action and/or prosecution.

## **Common Sense Rules of the Internet**

- Be polite. Do not send abusive messages to others.
- Use appropriate language. Offensive, obscene, defamatory, threatening, discriminating, harassing, or inflammatory language will not be tolerated in public or private messages.
- Adhere to copyright agreements.
- Avoid the deliberate or inadvertent spread of computer viruses.
- Do not use another person's files without permission.
- Do not destroy, abuse, modify or improperly access the school's hardware or software.
- Do not illegally distribute software.
- Do not place unlawful information on the Internet.
- Do not use the Internet for commercial purposes, product advertisement, or political lobbying.
- Do not access, download, store, or print files that are profane or obscene.
- Do not post personal information. This includes your or another person's home phone number, address, and photographs.
- Keep your password private.
- Do not interfere with, harm or modify the work of other users.

Do not discuss highly sensitive or confidential school information in e-mail communication.