

Computer/Network/Internet Acceptable Use Policy

Policy Information

Series E - Support Services

Computer/Network/Internet Acceptable Use Policy

Policy # EHAA

FILE: EHAA

COMPUTER/NETWORK/INTERNET ACCEPTABLE USE POLICY

Overview

In December of 2006 the United States Supreme Court declared that all electronic communications be archived and maintained for seven years. Legal scholars are still defining what the exact scope of archiving electronic communications entails. Until then, this mandate along with other Federal guidelines means that the Bourne Public School will be monitoring and archiving the following services. Please note that this list is not all inclusive and is subject to change as the laws, regulations and guidelines change.

- Internet/Intranet/Extranet and FTP use
- Teacher web sites
- Instant messenger use, blogging
- Email use - staff and student
- Network Services and network storage
- Computer equipment, software, operating systems, storage media

Philosophy

It is the belief of the Bourne Public Schools that electronic communication and technology related use should always be educationally oriented. Therefore, the intention of the Acceptable Use Policy is twofold.

1. Not to impose restrictions, but rather to protect the Bourne Public Schools staff, students and community from illegal or damaging actions by individuals, either knowingly or unknowingly.
2. To be in compliance with all Federal, State and Local laws.

As such, Internet/Intranet/Extranet- related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Bourne Public Schools and are to be used for educational purposes in serving the interests of the Bourne Public Schools, its staff, students and community members in the course of normal operations.

It is the responsibility of every computer user to know these guideline, and to conduct their activities accordingly.

Internet

The Internet is an electronic network that provides information on a great many subject. Staff and students can access the Internet from their computers. Once on the Internet, they can go to sites all over the world to obtain information for educational purposes that will help answer questions or solve problems.

Not all information on the Internet is equally reliable or helpful. Staff and students must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness. In addition to obtaining research information, users can also talk with other people on the Internet by sending and receiving electronic mail or joining news groups or chat rooms. Therefore, the following guidelines should be followed when using internet services.

Internet Conduct:

Each individual is responsible for all activity that occurs under his or her username, generic login or password. Staff and students may not use the Bourne school computer to go to any Internet/Intranet/Extranet site or a site that contains information that is inappropriate for educational for educational or career purposes.

For example, staff and students may not use Bourne school computers to go to sites with information including, but not limited to the following:

- Offensive material that is in poor taste or could be considered pornographic, racist, illegal, harassing, or inflammatory.
- Dangerous material that provides directions to construct explosives or similar devices or instruction on practices that could injure the students themselves or other people.
- Inappropriate contacts that lead to contact with individuals or any individual who could potentially threaten health or safety.
- Non-educationally related sites such as eBay, Talbot's, L.L. Bean, My Space, etc.
- Proxy and or anonymous sites that bypass federally required guidelines for content filtering.
- Individuals may not use the Internet/Intranet/Extranet in such a way as to disrupt its use by other individual or by other connecting networks.
- Staff and students may not use the Bourne school computers for commercial purposes or political lobbying.
- Downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project.
- Downloading, uploading, or distributing any file, software, or other material in violation of federal copyright laws.

Additionally, students and staff using school computers must follow commonly accepted rules of Internet/Intranet/Extranet use.

- District Web Site (bourneps.org). The Bourne Public Schools are committed to providing a safe and respectful school community environment.
 - The use of students' names or individual pictures will be prohibited.
 - Documents may not include a student's e-mail address, phone number, mailing address, names of family members, or names of friends.

- The publication of student work will only occur in the instance that parental permission has been obtained through the District's "acceptable use" form. This form is provided with the student handbook. Decisions on publishing student work are based on the supervising teacher and the building principal's judgment. At no time will posted work display the student's name.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address where e-mail is forwarded to a staff member.
- Internet/Intranet/Extranet etiquette can be referenced in the student handbook under the Responsible Use Policy.
- Personal Information. For safety and security reasons it is recommended that personal information such as addresses, phone numbers, passwords, information about yourself or other people should not be posted or readily available.
- Individuals must honor copyrights and licenses, as well as the legal rights of software producers and network providers.
- Individuals who accidentally reach an inappropriate site must immediately leave the site. Students must report the site to his or her teacher and staff members will report the site to system administrators.

Teacher Web Sites

All teachers related web sites must be hosted on the Bourne Public Schools network where it can be archived and retrieved according to the recent Supreme Court ruling. If you have a web site hosted by another company, you must provide the Bourne Public Schools with a signed statement that the site is archived and is retrievable according to the recent Supreme Court ruling.

Plagiarism

Information obtained from the Internet/Intranet/Extranet will not be plagiarized. Information must be attributed to its source. Individuals may not claim as their own, information made available by someone else on the Internet/Intranet/Extranet.

Blogging

Blogging sites will not be blocked because they have been incorporated into the curriculum for varied content areas. In addition to other educational aspects of blogging, it is also used as a professional development tool.

Staff and students must honor copyright and other legal rights of users who "blog". Information obtained from "blogs" will not be plagiarized and must be attributed to its source. Individuals may not claim as their own information made available by someone else on a posted blog.

Staff and students will respect the freedom of speech blogging provides and will follow the guidelines identified in Internet Conduct.

The Bourne Public School is not responsible for any and all blogging comments and shall be held harmless.

Instant Messaging

All instant messaging services will be blocked because we cannot archive data as the systems are owned by other entities.

Staff Email

Any and all electronic communications by staff that relates to any and all school/district purposes shall be conducted on district provided email services.

All web based email services such as AOL, Yahoo, and Hotmail will be blocked because we cannot archive data as the systems are owned by other entities.

Users are advised that messages, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations.

It is recommended that:

- All education related communication between staff, parents, students, community and school staff be conducted on school provided email.
- Professionally related communications such as professional development, online education course offerings related to school be conducted on either school or personal email.
- Communications such as "chain" letters, humor, jokes, and personal correspondence be redirected to personal email communication and not school/work provided email.

Network Services

The school computers and network infrastructure are for staff and students to use to go on the Internet/Intranet/Extranet and to store files in a designated network folder. Access to these services are to get or exchange information that is relevant for educational purposes. Any other use of Bourne school computers and network infrastructure is not acceptable or permissible. In other words, users are not permitted to use Bourne school computers to gain or exchange information purposes that is not specifically for education.

Network Conduct

Individuals who are given network storage access and store non related educational work will lose network account privileges.

Examples of Unacceptable Network Conduct

- Downloading inappropriate or non-related educational material to your network/computer folders.
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual's network/computer folder.
- Unauthorized access of data, files or applications that do not belong to the individual or related to an individual's educational needs.
- Restricting and or preventing another individual's access to network/computer services.
- Destruction, theft and inappropriate alteration of network services and equipment.
- Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws.

System Responsibilities

The Bourne Pubic Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Bourne Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet/Intranet/Extranet is at your own risk. The Bourne School System

specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on the computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/Intranet/Extranet, network, or computer you must notify the System Administrators.

- Do not demonstrate the problem to other users.
- Do not use another individual's account.
- Attempts to log on to the network as a system administrator will result in cancellation of user privileges.
- Any user identifies as a security risk or having a history of problems with other computer systems may be denied a user account.

Personal Computers/Laptops

The Bourne Public Schools will not be responsible for ensuring that the end users system meets equipment, security and virus protection standards. Therefore, staff, and students are prohibited from using their own personal computers on the school districts network.

Exceptions will include school sponsored presentations, professional development and community approved events. Presenters must have prior approval from the Superintendent, Assistant Superintendent, Director of Student services, Director of Business Services, School Committee Member, building Principal, Technology Director or the District Technology Support personnel.

Privacy

The Bourne Public Schools resources are the property of the Bourne Public Schools and are to be used in conformance with these guidelines. The Bourne Public Schools retain the right to inspect any user's hard drive and the files it contains and/or to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

CONSEQUENCES

Use of Bourne Public Schools computers to access the Internet/Intranet/Extranet and the network is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary action:

- First offense - loss of privilege for up to 20 school days and a warning letter. If necessary, loss of privilege may bridge into the next school year.
- Second offense - loss of privilege for up to 45 school days and a warning letter. If necessary, loss of privilege may bridge into the next school year.
- Third offense - loss of privilege for the remainder of the year.
- Repeated or egregious offenses may warrant further disciplinary action by the Superintendent, Assistant Superintendent or building Principal.

Policy References:

U.S.C. Sec. 2252A (a)(2)(A)

Mass. Gen. L. Ch. 272, Sec. 29C