

# NETWORK ACCEPTABLE USE

## **1. Introduction**

This document formalizes the policy for users of Wareham Public Schools technology hardware, software and network. All users, including students, teachers, administrators, parents and guests are covered by this policy and are expected to be familiar with its provisions.

## **2. User Responsibilities**

It is the responsibility of any person using Wareham Public Schools technology hardware, software and network resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Wareham Public Schools resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator or from the Technology Department, as appropriate. Use of Wareham Public Schools resources shall constitute acceptance of the terms of these guidelines for the duration of use. Specific groups of users have additional responsibilities:

### **A. Administrator Responsibilities**

The administrator, including School Committee members, is responsible for making certain that the educators and students in the district or organization understand, sign off, and abide by the Acceptable Uses policy as stated in this document (Paragraph 3). If an administrator has reason to believe that a user is misusing the system, the administrator has the right to question the user and discipline said user in accordance with the Wareham Public Schools District Handbook. It is also the responsibility of the administrator to report any misuse of the system to the superintendent or his designee and the technology department.

### **B. Educator and Employee Responsibilities**

It is the responsibility of employees who are using Wareham Public Schools technology tools to abide by this policy and when working with students to teach students about safe and responsible use of the Internet and technology resources. Educators and employees are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable Uses policy as stated in this document (Paragraph 3). If an educator or employee has reason to believe that a student is misusing the system, he or she has the right to request an administrator question the user and discipline said user as a school/community/academic issue as outlined in the Wareham Public Schools District Handbook. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator or directly to the technology department.

### **C. Student Responsibilities**

It is the responsibility of students who are using Wareham Public Schools tools to learn about safe and responsible use of the Internet and technology resources. Students are responsible to use of these resources appropriately. Students must abide by the Acceptable Uses policy as stated in this document (Paragraph 3). If a student is misusing

the system, an administrator has the right to question the user and discipline said user as a school/community/academic issue as outlined in the Wareham Public Schools District Handbook. Violations apply to the school specific code of conduct.

#### **D. Parent, Guardian, Volunteer and Guest Responsibilities**

It is the responsibility of parents, guardians, volunteers and guests who are using Wareham Public Schools tools to learn about safe and responsible use of the Internet and technology resources. Parents, guardians, volunteers and guests are responsible for using these resources appropriately. Parents, guardians, volunteers and guests must abide by the Acceptable Uses policy as stated in this document (Paragraph 3). If a parent, guardian, volunteer or guest is misusing the system, an administrator has the right to question the user and discipline said user as a school/community/academic issue as outlined in Wareham Public Schools District Handbook.

### **3. Acceptable Uses**

The technology resources available to Wareham Public School users are to be used for educational purposes. Technology includes all electronic and physical media, including, but not limited to, the following: computers and peripherals (such as calculators, networked computers, printers, scanners, large-screen viewers or projection devices, and science probes); software; telecommunications media (Internet, email, cable, distance learning, cell phone, and fax); Web 2.0 and social networking resources, audio-visual aides; and adaptive and assistive technologies to facilitate instruction.

Violation of this policy may result in immediate loss of use of the technology and/or disciplinary action up to and including legal action.

- Proper and respectful behavior as determined by the Wareham Public Schools or its representatives is expected at all times.
- Software and other information media, such as videos, data, and websites, are protected by copyright laws which cannot be violated.
- Plagiarism from any source, whether print or electronic media, is illegal.
- Users have the right to information as guaranteed by the First Amendment of the US Constitution; however, the school system and its representatives have the right to restrict access to or use of any information that does not apply to the approved curriculum or professional activities.
- Willful destruction and/or vandalism of any electronic or physical media, hardware or infrastructure, will not be tolerated.
- Telecommunication activities, including but not limited to Internet and intranet, must be restricted to approved curriculum or professional activities.
- Communications must not be religiously, sexually, politically or racially defamatory or abusive. Communications about sensitive topics must not be directed at person(s) when reported in educational contexts.
- Use of technology to communicate or to discuss confidential school district information must be done with caution so as to eliminate the possibility of a breach of confidentiality.

- All software and other information media, including games, must be educationally oriented.
- Privacy and respect for other people's files and communications, including email, are essential. Users will not access or attempt to access anyone else's files or communications without explicit permission of the user or otherwise outlined in this policy.
- Commercial use of Wareham Public Schools technology and Internet access is forbidden.

#### **4. No Expectation of Privacy**

Wareham Public Schools technology resources are the property of Wareham Public Schools and are to be used in conformance with these guidelines. Wareham Public Schools retains the right to inspect any user's accounts and the files contained in administrative, legal, or security investigations. Users are advised that emails are regularly archived and can be retrieved. In addition, an Internet firewall logs all data moving between the local area network and the Internet and logs the sending and receiving destinations in accordance to Massachusetts law on public documents. Use of Wareham Public Schools technology resources constitutes consent for the technology staff or administration to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

#### **5. Passwords**

Each user shall be required to use and maintain passwords created according to software guidelines. Users must not share passwords. For each user, one password is to be used to access the Wareham Public Schools computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password(s), the user should change the password immediately. Users are responsible for all activity under their accounts.

#### **6. Website**

The Wareham Public Schools' website is established to provide a link between the Wareham Community and the Wareham Public Schools, and to share information regarding district and school events. The objective of the website is to increase the visibility and communication of the Wareham Public Schools within the community, to promote understanding, and to foster support for teaching and learning.

The website shall include information on School Committee activities, school policies, calendars and contacts. The website shall serve as an educational resource with educators having the ability to post information and provide opportunity for publication of student work, both creative and academic, within the scope of the Internet Safety Policy.

The expectations are to maintain a current webpage on district and school websites.

## **7. Internet Safety Policy**

The Wareham Public School District complies with the Child Internet Protection Act as codified by Senate 97-106, an amendment to Section 254 of the Communication Act of 1934 (47 USC 254) through the following practices and procedures:

### A. Internet Protection Measures (include but not limited to)

1. Careful teacher supervision
2. Use of a filtering program to ensure Internet traffic is checked to avoid access to “inappropriate sites”
3. Monitoring of student log-on procedures and Internet access
4. Teaching computer ethics and safety at all grade levels

### B. Internet Safety Procedures

1. The use of student likenesses and images in print and web-based publications requires prior approval. Principals are responsible to monitor this.
2. Discretion will be used when posting student names and likenesses or student work.
3. Student and faculty data is never supplied to vendors or distribution lists except as required by law.

C. The enclosed policies and procedures are designed to limit access by students to inappropriate subject matter on the Internet and World Wide Web;

- assure the safety and security of students when using electronic mail, chat rooms, Web 2.0 and other forms of direct electronic communications;
- prevent unauthorized access, including so-called “hacking” “cracking”, reverse-engineering, etc.
- prevent other unlawful activities online;
- prevent unauthorized disclosure, use and dissemination of personal information regarding students and adults; and
- provide measures designed to restrict students’ access to harmful materials

## **8. Violations**

Failure to observe these guidelines may subject users to discipline as a school/community/academic issue as outlined in handbooks. The technology department and/or administrator will notify school or organization administrators of any inappropriate activities by the users. It will also advise law enforcement agencies of illegal activities conducted through the Wareham Public School resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through said resources.

## **9. Disclaimers**

Wareham Public Schools make no warranties of any kind, either expressed or implied, for its technology services and resources. Wareham Public Schools is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on Wareham Public Schools resources, or damage to personal property used to access Wareham Public Schools resources; for the accuracy, nature, or quality of information stored on Wareham Public Schools resources or gathered through Wareham Public Schools or the Internet; for unauthorized financial obligations incurred through Wareham Public Schools-provided access. Further, even though Wareham Public Schools may use technical or manual means to limit unlawful access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

This policy is in compliance with state and federal telecommunications rules and regulations. This policy is reviewed annually in reference to new technologies and state and federal telecommunications rules and regulations.

Legal Refs: 47 USC §254  
(adopted from Massachusetts DESE and MassONE policies)

This policy is found on line at  
<http://www.warehamps.org/district/information/policies/acceptableuse.html>

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