

Somerset Public Schools Internet Acceptable Use Policy

In order for students to use the Somerset Public Schools Internet connection directly, they must read these guidelines and sign the contract. The contract must be returned signed by a parent or guardian. These same guidelines are the expectations for all those using this connection as guests via connections from other Internet providers.

Internet – Guidelines for Use

The internet is a vast, global network, linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The most important prerequisite for someone to receive an Internet account is that they take full responsibility for their own actions. The Somerset Public School system, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions connecting to Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions.

In addition, the Somerset Public School system takes no responsibility for any information or materials that are transferred through Internet.

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should any user happen to find materials which may be deemed inappropriate while using the Somerset Public Schools Internet account, they shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence. Downloading of music is forbidden and will not be tolerated. Playing of computer games is not authorized.

The Somerset Public School system makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Somerset Public Schools, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection. The Somerset Public Schools system reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. No student shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

The Somerset Public Schools administration reserves the right to change these rules at any time without notice.

The Somerset Public School system strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through Internet, and any whose account are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users shall be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users shall keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Before individuals gain access to the Internet, they need to familiarize themselves with the following rules of conduct:

- 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 or modify in any way the school's hardware or software
- Do not place unlawful information on the Internet
- Do not use the Internet for commercial purposes, product advertisement or political lobbying
- Do not download, store or print files that are profane or obscene
- Do not post personal information. This includes yours or another student's home phone number or address



Somerset Public Schools, 580 Whetstone Hill Road, Somerset, MA

Acknowledgement of Acceptable Use Policy

This form is used to acknowledge receipt of, and compliance with the Somerset Public School system's Acceptable Use Policy (as published on the Somerset Public School's website somersetps.com)

Procedure

Complete the following steps:

1. Read the Acceptable Use Policy
2. Sign and date in the spaces provided below
3. Return this page only to the school's Guidance office

Signature

By signing below, I agree to the following terms:

1. I have received and read a copy of the Acceptable Use Policy and understand the same
2. I understand that violating the Acceptable Use Policy may result in the revoked privilege of use of the Somerset's computer network
3. This document will be in effect for the duration of enrollment in the Somerset Public School District or until a new acceptable use policy is published and requires updating

Parent/Guardian Signature: _____

Student Signature: _____

Student Name: _____

Student Year of Graduation: _____

Date: _____

ACCEPTABLE USE POLICY – TECHNOLOGY

The Committee recognizes that because of the district's unique position of influence and educational responsibility, the district must remain committed to uphold copyright laws with respect to technological advancement and computer software. The district purchases or licenses the use of copies of computer software from a variety of software companies. The school department does not own the copyright to this software or related documentation and, unless authorized by the software-developer, does not have the right to reproduce it on more than one computer.

The Committee will not tolerate any employee making unauthorized copies of software. Any employee found copying software for other than backup purposes is subject to appropriate discipline. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties. The Committee recognizes the importance of complying with said copyright laws.

The Committee realizes that schools should make every effort to uphold the law because it is by their example that students will learn to have respect for intellectual property.

**USER AGREEMENT FOR PARTICIPATION IN AN
ELECTRONIC COMMUNICATIONS SYSTEM**

This user agreement must be renewed each academic year.

Users Name: _____

Grade level: _____

School: _____

I have read the district's Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Signature: _____

Parent/Guardian Sponsor

I have read the district's Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district's policy and administrative procedures.

___ I give permission for my child to participate in the district's system/network.

___ I do not give permission for my child to participate in the district's system/network.

___ I give permission for my child's name to appear on their student web page should one be developed.

___ I give permission for my child's photo to appear on their student web page should one be developed.

Signature of parent/guardian: _____

This space reserved for system administrator.

Assigned Username:

Assigned password:

ACCEPTABLE USE POLICY FOR THE INTERNET

The Somerset Public School Committee recognizes the need to effectively use computer technology to further enhance the educational goals of the School District. However, protection and security of the various information networks and computer systems is necessary. The Somerset Public Schools further expect all faculty, students, staff, and associates to use the district's computers and networks, including the Internet responsibly. All computing resources should be used in an effective, ethical, and lawful manner. Users are also expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Rules and Procedures for Use of Computer Resources

I. Use of Computer Hardware

- a. Computer hardware is like any other school property and shall be treated accordingly.
- b. Only authorized individuals will install, service, and/or maintain district-owned computer hardware.
- c. No hardware, including cables or peripherals, may be moved without authorization from Technology Coordinator.

II. Use of Computer Software

- a. Only software which is legally owned and/or authorized by the district may be installed on district computer hardware and only by individuals authorized by the Coordinator of Technology.
- b. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
- c. Modification or erasure of software without authorization is prohibited.
- d. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
- e. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
- f. The Technology Coordinator and technicians have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

III. Use of Remote Communications and the Computer Network

The District network and any access to the larger information networks exists for the primary purpose of transmitting and sharing information between academic and research organizations. It is the responsibility of each user on the network to recognize his/her accountability in having access to vast services, sites, systems and people, and to act according to acceptable behavior standards when using the network. What is acceptable use on our network may not be so on an outside network. Hence, it is necessary that users observe the Acceptable Use Policy of other networks.

- a. Network use must be consistent with the goals and standards of the district, school, and specific curriculum
- b. An account assigned to an individual, including student use accounts, must not be used by others. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.
- c. Use of a personal login and password by student users through telnet, FTP, or other resources from district computers is prohibited without authorization from Technology Staff.

IV. Behavior Standards

- a. The user is expected to behave in a legal, moral and ethical fashion that supports district education goals.
- b. Abusive conduct when using the computer or network is prohibited. Abusive conduct can be, but is not limited to:
 - 1 Placing of unlawful information on the system
 - 2 Using abusive, obscene, threatening or objectionable language
 - 3 Sending messages that are likely to result in the loss of recipient's work or systems
 - 4 Sending of "chain letters" or "broadcast" messages to lists or individuals
 - 5 Use of the system to intimidate or create an atmosphere of harassment
- c. Interference with or disruption of the network users, services, or equipment is prohibited. Disruptions could include, but are not limited to:
 - 1 Distribution of unsolicited advertising
 - 2 Propagation of computer worms or viruses
 - 3 Unauthorized entry to any other machine/resource accessible via the network
 - 4 Attempting to degrade or degrading system performance.
- d. Transmission of any material in violation of any US or state law or regulation is prohibited and may constitute a criminal offense.

- e. Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff.
- f. Attempts to gain unauthorized access to remote systems are prohibited.
- g. The use of another individual's access codes/passwords is prohibited.
- h. Copying of another individual's work or copyrighted material is prohibited.

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

- If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain the rights to it. *The User Does Not Own It.*
- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
- Fair use allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting and the like.
- When in doubt, the user should ask the creator or owner of material for permission to use the work.

Revocation of Privileges

Use of the district's computers and access to the network is a privilege that will be revoked for violation of any of the above provisions. Users are subject to all appropriate disciplinary measures found in the district policies should these guidelines be violated.

ACCEPTABLE USE POLICY - TECHNOLOGY
Administrative Procedures for Implementation

1. Commercial use of the system/network is prohibited.
2. The district will provide training to users in the proper use of the system/network.
3. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with a signed access agreement and permission of their supervisor.
6. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
7. Account names will be recorded on access agreements and kept on file at the building level.
8. Initial passwords provided by the network administrator should be set to expire on login.
9. Passwords shall be changed every 15 days and all passwords shall be expired at the end of each school year.
10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
11. Students completing required course work will have first priority for after hours use of equipment.
12. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
13. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained at the building level.
14. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
15. 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.
16. Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
17. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
18. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
19. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
20. System users shall not use another user's account.
21. System users should purge electronic information according to district retention guidelines.
22. System users may redistribute copyrighted material only with the 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 administrative procedures.
23. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in

the public domain.

24. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
25. 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.
26. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
27. Forgery or attempted forgery is prohibited.
28. 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.
29. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
30. Pretending to be someone else when sending/receiving message is prohibited.
31. Transmitting or viewing obscene material is prohibited.
32. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
33. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.

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