

WEST BOYLSTON ACCEPTABLE USE OF TECHNOLOGY POLICY

The West Boylston Public Schools shall provide access for employees and students to the technology resources, 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 technology resources are 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 technology resources will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The technology resources will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Technology resources covered by these regulations include, but are not limited to the following: Computers and peripheral devices, printers, digital cameras, networks, Internet, email, phones and phone lines, data lines, fax machines, copiers.

The district will provide each user (staff and student body) with copies of the Technology Regulations. Access to technology resources will be granted to staff with a signed access agreement on file signifying understanding of the Acceptable Use Policy, Regulations, and Standards. Access to technology resources will be granted to students with a signed access agreement, countersigned by parent/guardian, signifying understanding of the Technology Regulations.

School Principals or their designee will be responsible for disseminating and enforcing policies and procedures under their control.

School Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding the use of technology resources. All such agreements are to be kept at the building level. Principals or their designee will ensure that training is provided to users on appropriate use of technology resources. All use of technology resources, including e-mail transmissions, may be monitored or examined by the School Principal or their designee.

The district will cooperate fully with local, state, and federal officials in any investigation concerning or relating to misuse of the district's technology resources.

The following uses of the districts technology resources are prohibited.

- Use of technology resources for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- Any malicious attempt to harm, alter or destroy equipment, materials, data, or programs.
- Plagiarism, forgery, attempted forgery, or *fraud*.
- Attempts to read, delete, copy, or modify the e-mail, work, or *material* of others or to interfere with the ability of other users access e-mail or other data is prohibited.
- The use of inappropriate language, such as swearing, vulgarity, ethnic or racial slurs, *the transmission of threats, chain letters, hate mail*, and other inflammatory language is prohibited.
- Transmitting, *receiving*, viewing, saving, production, or *reproduction* of obscene, *pornographic, or sexually explicit material*.

Prohibited Uses Continued.

- Revealing personal student information about yourself *or others* (addresses, phone numbers, etc.)
- The use of student photographs with names or other identifiers will not be used without parental permission.
- Deliberate attempts to *vandalize, damage, disable* or disrupt system performance *locally or remotely* including, but not limited to, uploading, *downloading*, or creation of computer viruses.
- *Use of technology resources for commercial or for-profit purposes.*
- *Extensive use of technology resources for personal and private business.*
- *Use of technology resources for non-school related product advertisement*
- *Use of technology resources for political lobbying.*
- *Downloading or uploading pirated or illegal software in violation of copyright law.*
- *Downloading or uploading of copyrighted music or other files without the express consent of the copyright holder.*
- *Playing games or using Internet relay-chat by students, unless authorized by a teacher for classroom purposes.*
- *Transmitting any material in violation of state or federal laws.*
- *Accessing material that promotes illegal activities, or material advocating violence or discrimination.*
- *Posting of false or defamatory information.*

The West Boylston Public Schools makes no warranties of any kind, neither expressed nor implied, for the technology resources it is providing. The district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays, interruptions in service, mistakes, or negligence. The district will not be responsible for the accuracy, nature, or quality of information gathered from district provided technology resources. Although the district utilizes a filtering system on its Internet resources, the district will not be responsible if students or staff access inappropriate or unauthorized material. The district will not be responsible for any financial obligations incurred resulting from district provided Internet access.

Access to the system/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 and/or other disciplinary actions consistent with the policies of the West Boylston Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the West Boylston Public Schools.

VOTED: January 13, 1999

AMENDED: April 28, 1999

Visual Communications

I have read and understand the Acceptable Use Policy.
Computer use in the Visual Communications lab is a privilege.
Failure to follow the AUP will result in loss of computer privileges and may result in 0 credit for affected assignments.

Student Signature _____ Date _____

Parent Signature _____ Date _____