

Saugus Public Schools
Acceptable Use Policy
(Read This Document Carefully Before Signing)
(Under review in process of Updating)

The Saugus Public Schools have established a presence on the internet to support communication, research and educational objectives.

Internet access is available to students and teachers at the Saugus Public Schools who abide by the Acceptable Use Policy. We are very pleased to bring this access to the Saugus Public Schools and believe that the Saugus Public Schools Net offers vast, diverse, and unique resources for both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at the Saugus Public Schools by facilitating resource sharing, innovation, and communication. District accounts shall be used only to support these objectives.

The smooth operation of our network relies upon the proper conduct of the end users. Each user assumes full responsibility which includes full liability, legal, financial, or otherwise, resulting from a misuse of network resources.

The use of the Saugus Public Schools Net is a privilege, not a right, and inappropriate use shall result in the loss, suspension or revocation of network privileges, disciplinary action or other appropriate legal actions. The Saugus Public Schools will monitor all network use to assure adherence to the Saugus Public Schools' Acceptable Use Policy. By using the Saugus School Net, you expressly agree and consent to such monitoring.

The Saugus Public Schools Net should not be used in violation of any state, federal or local laws.

The following policy guidelines outline the tetras and conditions of Network/Internet use and inform you of the responsibilities you are about to acknowledge. Any user of the Saugus Public Schools Net is required to sign this agreement and should be advised that it shall be kept on file as a legal, binding document. In general, this responsibility requires efficient, ethical, and legal utilization of the network resources. Faculty members will assist students in the proper use of the network. The administration will deny, suspend, or revoke specific user accounts because of misuse. Parents will be notified if such an action proves to be necessary.

Section 1 Acceptable Use

A. Educational Purpose

1. The Saugus Public Schools Net has been established for educational purposes only. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. All use of the system must be in support of education and research consistent with the mission of the Saugus Public Schools.
2. The Saugus Public Schools Net has not been established as a public access service or as a public forum. The Saugus Public Schools have the right to place reasonable restrictions on the material you access or post through the system. You also are expected to follow the rules set forth in the Saugus Public Schools Student Handbook and state and federal laws in your use of the Saugus Public Schools Net.
3. You may not use the Saugus Public Schools Net for commercial purposes. This means you may not offer, provide, or purchase products or services through the Saugus Public Schools Net.
4. You may not use the Saugus Public Schools Net for political lobbying; however, you may use the system to communicate with elected representatives and to express your opinion on political issues.

Approved by the School Committee
December 4, 1997

B. Software

1. Software installation and distribution shall be managed by the **building technology staff and/or media specialist**.

Software applications brought in by students shall not be installed.

3. To protect the network from the damaging effects of a virus you shall not download software from the internet without the approval of your teacher.
4. Discipline for students or district personnel caught illegally copying software shall be the same as that for stealing. Refer to the Saugus School District's Code of Conduct.
5. To ensure user compliance, software auditing checks shall be conducted on a regular basis.
6. Shareware applications shall fall under the same laws as those used for commercial software. In addition, shareware shall be installed by the building technology staff for preview and removed 30 days later unless a license is purchased.
7. Personally owned computers approved for student use by building principals must follow district use policy guidelines. However, the school district discourages the use of personally owned computers on-site and they shall not be allowed to plug into the network. The district assumes no responsibility for software licensing violations on personally owned computers.
8. Desktop security shall be installed on all district instructional computers, used with password control managed by the building technology staff and/or media specialist.

C. Student Network/Internet Access

1. All students who comply with the policy guidelines shall have access to Internet World Wide Web information resources through their classroom, library, or school computer laboratory.
2. Elementary students who comply with the policy guidelines shall have access only under their teachers' direct supervision using a classroom computer.
3. Middle School students who comply with the policy guidelines may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent(s).
4. When available, the High School students who comply with the policy guidelines may obtain an individual e-mail account with the approval of their parent(s).
5. A student and his/her parents must sign a Network Acceptable Use Agreement for the student to be eligible to use the Saugus Public Schools Net. This Agreement must be renewed on an annual basis through the re-enrollment contract. Parents can withdraw their approval at any time.

D. Limitation of Liability

The Saugus Public Schools make no guarantee that the functions or the services provided by or through the Saugus Public Schools system shall be error-free or without defect. The Saugus Public Schools shall not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service.

Saugus Public-Schools are not responsible for the accuracy or quality of the information obtained through or stored on the system. The Saugus Public Schools shall not be responsible for financial obligations arising from

the unauthorized use of the system.

ction II Unacceptable Use of Saugus Public Schools Net:

Any unacceptable use shall not be tolerated by the Saugus Public Schools and shall result in the loss of privileges and appropriate disciplinary/criminal action.

A. Personal Safety

You shall not post personal contact information about yourself or other people. Personal contact information includes your name, address, telephone, school address, work address, etc.

- 2 You shall not agree to meet with someone you have met online without your parents' approval. Your parent should accompany you to this meeting.
3. You shall promptly disclose to your teacher or an administrator in your building any message you receive that is inappropriate or that makes you feel uncomfortable.
4. The use of web chats or other real-time interactive discussions, unless directed by a teacher or media specialist, is prohibited.

B. Illegal Activities

1. You shall not attempt to gain unauthorized access to the Saugus Public Schools Net or to any other computer system through the Saugus Public Schools Net or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
2. You shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Malicious use of the system **to** develop or disseminate programs that harass other users, infiltrate a computer or other networks and/or damage the software components of a computer or network are illegal actions.
3. You shall not use the Saugus Public Schools Net to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
4. Vandalism is any malicious attempt to harm or destroy data of another user, including engaging in activities meant to disrupt service in any way or damage any parts of the equipment (hardware or software).
 5. The illegal installation of copyrighted software for use on district computers is prohibited.
 6. The illegal copying of copyrighted software from district computers is prohibited.
7. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the network.

C. System Security

1. You are responsible for your individual use of network facilities. You should take all reasonable precautions to prevent others from being able to use your account or address. Under no conditions should you provide your password to another person or leave an open file **unattended** or unsupervised.
2. You shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on **the system**.

You should change passwords regularly, using combinations of letters and numbers and avoiding standard English words and names.

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4. You shall immediately notify a teacher or the system administrator if you have identified a possible security problem.

. Communications may not be encrypted so as to avoid security review.

D. Inappropriate Language/Actions

When you use the Saugus Public Schools Net, you are representing your school and you should conduct yourself appropriately. All school policies regarding student conduct extend to student conduct on the Network.

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

. You shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

3 . You shall not post information that could cause damage or disrupt the use of the network by others.

4. You shall not engage in personal attacks, including prejudicial or discriminatory attacks.

5. You shall not harass another person. Harassment is acting in a manner that distresses or annoys another — person. If you are told by a person to stop sending them messages, you must stop.

6. You shall not knowingly or recklessly post false or defamatory information about a person or organization.

. 7. You shall not post chain letters or engage in "spamming." Spam/ling is sending an annoying or unnecessary message to a large number of people.

L. Respect for Privacy

1. You shall not re-post a message that was sent to you privately without the permission of the person who sent you the message.

2. You shall not post private information about another person.

F. Respecting Resource Limits

1. You shall use the system only for educational and career development activities and for limited, high-quality, self-discovery activities.

2. You shall not upload or download software onto systems without teacher approval. If approval is granted you shall download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.

G. Plagiarism and Copyright Infringement

1. You shall not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Intellectual Property: There is great discussion relating to ownership of intellectual property. All communications and information accessible via the network must be assumed to be private property. Online, should you encounter ANY material which you decide to use for any research or other use, the safest, most legal way to handle it is to the source where the information came from. An ethical way of dealing with this is to use the name of the resource or location with the electronic address or pathway.

h. Inappropriate Access to Material

The network automatically tracks and records each web site you access, even if that access is for a short period of time. Although it may be tempting to access inappropriate material, you should not do so since this will cause a loss of your Internet privileges.

1. You shall not use Saugus Public Schools Net to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.

If you mistakenly access inappropriate information, you should immediately tell your teacher or an administrator in your building. This shall protect you against a claim that you have intentionally violated this Policy.

3. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The Saugus Public Schools fully expect that you shall follow your parent's instructions in this matter.

I. Your Rights

1. Free Speech: Your right to free speech, as set forth in the Saugus Public Schools Student Handbooks, applies also to your communication on the Internet. The Saugus Public Schools Net is considered a limited forum, similar to the school newspaper, and therefore the Saugus Public Schools may restrict your speech for valid educational reasons.
2. Search and Seizure
 - a. You should expect only limited privacy in the contents of your personal files on the Saugus Public Schools Net. The situation is similar to the rights you have in the privacy of your locker or other school owned-areas.
 - b. The Saugus Public Schools have the right to monitor at any time back-up tapes, files, software, etc. Routine maintenance or monitoring of the Saugus Public Schools Net may lead to discovery that you have violated this policy, the Saugus Public Schools Student Handbooks, or the law.
 - c. When e-mail is available, your parents have the right at any time to request to see the contents of your files.

3. Due Process

- a. The Saugus Public Schools shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Saugus Public Schools Net.

In the event there is a claim that you have violated this Policy or the Saugus Public Schools Student Handbooks in your use of the Saugus Public Schools Net, you shall be provided with a written notice of the suspected violation and given an opportunity to present an explanation before a neutral administrator as set forth in the student handbooks.

- c. If the violation also involves a violation of other provisions of the Saugus Public Schools Student Handbooks, it shall be handled in a manner described in the Saugus Public Schools. Student Handbooks. Additional restrictions may be placed on your use of your network/interne access.

Saugus Public Schools Network/Acceptable Use Agreement

STUDENT

I understand that Network use will be monitored and I expressly consent to such monitoring for school/educational purposes.

I have read and understand the policy and guidelines for the use of the Saugus Public Schools Net. I understand and agree to abide by the above Network Use Agreement. I further understand that any violation of the guidelines above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges • shall be denied, suspended, or revoked. School disciplinary action and/or appropriate legal action will also be taken.

User's Full Name: _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

We need your help to assist us in promoting this policy and to provide proper supervision at ' home to reinforce our policy guidelines. By enforcing reasonable rules and restrictions for I ^rne use.

As the parent or guardian of this student, I have read the policy and guidelines related to Networking/Internet use, I understand that student access is designed for educational purposes only. The Saugus Public Schools District will undertake to provide reasonable precautions to eliminate controversial material. However, I also recognize it is impossible for the Saugus Public Schools District to restrict access to all controversial materials and I shall not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

As the parent/guardian of the above, I agree to accept all financial and legal liabilities which may result from my son/daughter's unacceptable use of the Saugus Public Schools Network/Internet connection.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SPONSORING TEACHER

(Must be signed if the applicant is a student)

I have read the Acceptable Use Agreement. (As the sponsoring teacher, I agree to assist the student on the acceptable use of the network and proper network etiquette.)

Teacher's Name (please print): _____

'cliff's Signature: _____