

**COMPUTER NETWORK AND INTERNET
ACCEPTABLE USE POLICY FOR
STAFF OF SAUGUS PUBLIC SCHOOLS**

The Internet is a worldwide network of computers that provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be used for great educational purposes. The potentially limitless amount of information available on the Internet creates the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all users of the Saugus Public Schools Computer Network to use this resource safely and appropriately.

The Saugus Public Schools Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development and high quality self-discovery activities of an educational nature. The Saugus Public Schools computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Saugus Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply.

The Saugus Public Schools believes that the benefits to staff from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages.

For staff to be permitted to gain access to the network, they must agree to and abide by the rules set out below.

The Saugus Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Saugus Public Schools intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education and implementation of this policy, the Saugus Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Internet access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Saugus Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Saugus Public Schools and could also result

in criminal prosecution where applicable. The Saugus Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Saugus Public Schools computer network.

2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - b. Engaging in personal attacks, including prejudicial or discriminatory attacks, post false or defamatory information about a person or organization, or repost a message that was sent to you privately without permission of the person who sent you the message
 - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - d. Posting, emailing or saving to a portable/removable media "personally identifiable information". "personally identifiable information" means any information that could reasonably be used to identify a person, including name, address, telephone number, e-mail address, Social Security number, birth date, bank account information, credit card information, or any combination of information that could be used to identify a person.
 - e. Sending "chain letters" or "broadcast" messages to lists or individuals.
 - f. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
 - g. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
 - h. Installing any software, video and other digital formats not purchased by the district or one of its schools
 - i. Utilizing peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
 - j. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
 - k. Accessing any prohibited sites on the Internet.
 - l. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. You are responsible for your individual account and all activity conducted on that account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your account password to another person.
 - m. Posting personal information on the Internet about themselves or other people. District provided Student Information System is excluded from this rule.
 - n. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls, content filters or monitoring established on the network.
 - o. Attempting to harm, modify or destroy data of another user.
 - p. Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- q. Exhibiting any other action whatsoever which would in any way subject the user or the Saugus Public Schools to any civil or criminal action.
 - r. Discussing highly sensitive or confidential school department information in e-mail communications.
 - s. Using the Saugus Public Schools technology network to buy, sell or advertise commercial, noneducational or non-school board related activities or events.
 - t. Using the Saugus Public Schools technology network for gambling.
 - u. Using the Saugus Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.
 - v. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - w. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The Saugus Public Schools assumes no responsibility for:
- a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs
 - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. Any cost, liability or damages caused by a user's violation of these guidelines.
 - d. Any information or materials that are transferred through the network.
4. The Saugus Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Saugus Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of Saugus Public Schools. Electronic mail messages and other use of electronic resources by staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. While the Saugus Public Schools does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Saugus Public Schools Technology Network, he/she shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Saugus Public Schools Technology Network, encounter any material that he/she feels may constitute a threat against the safety of fellow staff members, students or the property of the Saugus Public Schools, that user is obligated to report his/her discovery of such material to his/her principal.
9. The Saugus Public Schools administration reserves the right to amend this policy at any time without prior notice.
10. The Saugus Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.
11. Teachers should monitor student Internet and computer usage in their classroom and not rely solely on our filtering and monitoring system.
12. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
13. You will check all live Internet links and searches and make sure they are appropriate before projecting/showing to students.
14. All correspondence with students, parents, staff, and other school related matters must be conducted on district provided email accounts.
15. Your right to free speech applies also to your communication on the Internet. The Saugus Public Schools network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Adopted by SC 11/18/10
SC First Reading 10/28/10

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USER CONTRACT

I agree to follow the rules set forth in the Saugus Public Schools Acceptable Use Policy. I understand that if I break any of these rules, my school e-mail account, if I have one, may be taken away from me. I also understand that if I break any rules set forth in the Acceptable Use Policy, I may also be disciplined according to school district rules. Depending on the circumstances, I also understand that the school district may decide that police department involvement is necessary.

Name: _____

School: _____

Signature: _____

Date: _____

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