

**COMPUTER NETWORK AND INTERNET ACCEPTABLE  
USE POLICY FOR  
STUDENTS 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. Access to network services will be provided to those who act in a considerate and responsible manner.

The Saugus Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Saugus Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web. In making this decision, families should be aware that Saugus Public Schools intends to incorporate network use and Web access in the schools according to grade level as follows; No students will have assigned email accounts.

- a. Students in Grades kindergarten through two. Students at these grade levels will not have individual computer network passwords. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher- directed and teacher-demonstrated use. Students will not be conducting independent research

on the World Wide Web, nor will they be sending or receiving electronic mail independently.

- b. Students in grades three through eight may be given individual access passwords.
- c. Students in grades nine through twelve may be given individual access passwords and may have the opportunity to access the Web and conduct independent, self-directed research, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.
- d. Students in Grade 6-12 have X-2 SIS (student Information System) accounts.

For students to be permitted to gain independent access to the web they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web. If the Saugus Public Schools does not receive assigned user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web, but they may still have exposure to the Internet during classroom instruction or library research exercises.

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, implementation of this policy and grade-appropriate supervision, the Saugus Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

**Rules:**

- 1. Network 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 (other than directly supervised access during classroom instruction) 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. Cyberbullying, which is the repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, the electronic mail, the Internet communications, instant messages or facsimile communications, creation of web pages or blogs

in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71, Section 370.

- b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
- c. 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
- 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 messages or posting information that would likely result in the loss of a recipient's work or system.
- f. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
- g. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
- h. 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.
- i. Installing any software, video and other digital formats not purchased by the district or one of its schools

- j. Utilizing peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, books and other materials
- k. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
- l. Accessing any prohibited sites on the Internet.
- m. Revealing the personal address or telephone number of oneself or another person.
- n. 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.
- o. Posting personal information on the Internet about themselves or other people. District provided Student Information System is excluded from this rule.
- p. 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.
- q. Attempting to harm, modify or destroy data of another user.
- r. Exhibiting any other action whatsoever which would in any way subject the user or Saugus Public Schools to any civil or criminal action.
- s. Discussing highly sensitive or confidential school department information in email communications.
- t. Using the Saugus Public Schools technology network to buy, sell or advertise anything.
- u. Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.
- v. Using the Saugus Public Schools technology network for gambling.
- w. 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.
- x. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.

- y. 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 students and 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 permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. 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, s/he 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 s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Saugus Public Schools, that user is obligated to report his/her discovery of such material to a teacher or 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. Cyberbullying that either (a) is committed through the use of technology or devices that are owned, leased or used by the school district or (b)(i) is committed using technology or devices not owned leased or used by the school, and (id) creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, should be reported by following the school district's Bullying Prevention and Intervention Plan and Procedures. See Massachusetts General Laws, Chapter 71, Section 370.
12. 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.

School Committee 1<sup>st</sup> reading 3.10.11

School Committee 2<sup>nd</sup> reading and adoption 3.24.11

**COMPUTER NETWORK, INTERNET AND E-MAIL  
ACCEPTABLE USE POLICY FOR  
STUDENTS OF THE  
SAUGUS PUBLICSCHOOLS**

**USER CONTRACT (Grades 3 through 12)**

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 own e-mail school e-mail account, if I have one, may be taken away from me. I also understand that, if I break any of these rules, I may not be allowed to do independent research on the World Wide Web. I also understand that if I break any rules set forth in the Acceptable Use Policy, I may also be disciplined according to school rules. Depending on the circumstances, I also understand that the school district may decide that police department involvement is necessary.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in by teacher after student signs User Contract (and parent, if student is under 18, signs permission form):

Student ID Number:

**COMPUTER NETWORK, INTERNET AND E-MAIL  
ACCEPTABLE USE POLICY FOR  
STUDENTS OF THE  
SAUGUS PUBLIC SCHOOLS**

**PARENT/GUARDIAN PERMISSION (FOR USERS IN  
GRADES 3 THROUGH 12 WHO ARE UNDER 18 YEARS OF AGE)**

1. I have read the Acceptable Use Policy for the Saugus Public Schools.
2. I understand that this access is designed for educational purposes.
3. I recognize that some controversial materials exist on the Internet.
4. I understand that the level of my child's independent access to the Internet depends on my child's grade level, as explained in the Acceptable Use Policy.
5. I give permission for my son/daughter to have the access to the Internet that corresponds with his/her grade level.
6. I have discussed with my son/daughter his/her responsibilities regarding the use of the Saugus Public Schools Network and Internet access. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Saugus Public Schools.
7. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of is/her e-mail account or independent access to the World Wide Web, school disciplinary action and, if warranted, referral to law enforcement authorities.
8. I will not hold the Saugus Public Schools liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Saugus Public Schools computer network and/or Internet connection.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_