EASTON PUBLIC SCHOOLS
EASTON, MA

ACCEPTABLE USE POLICY - TECHNOLOGY

Purpose

The Easton Public Schools shall provide access for employees and students to the system/network, 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 system/network is 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 system/network 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 system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

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 other disciplinary actions consistent with the policies of the Easton Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Easton Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Easton Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly for instructional and administrative purposes. All communications including text and images may be disclosed to law enforcement officers or other third parties without prior consent of the sender or the receiver.

Liability

The Easton Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Easton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Safety Issues

Use of the Internet has potential dangers. Users are encouraged to read two brochures regarding Internet safety that the Massachusetts Attorney General's Office has prepared. The brochures are entitled *The Internet, Your Child and You; What Every Parent Should Know and Internet Safety: Advice from Kids Who Have Faced Danger Online.* Copies of these brochures are available in the school office or on the Internet at www.ago.state.ma.us.

The following are basic safety rules pertaining to all types of Internet applications.

● Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.

● Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.

● Immediately tell the Principal of the building if you receive a message that you believe is inappropriate or makes you feel uncomfortable.

● Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal of the building.

Student Use of the Internet

Access to the Easton Public Schools Internet Service is a privilege, not a right The internet is to be used for educational purposes only. Students may not use the internet to access personal e-mail or for instant messaging.

Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion, for violations of this policy. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

Adult Use of the Internet

Access to the Easton Public Schools Internet Service is a privilege, not a right. Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action which may include but are not limited to oral or written warnings, suspensions or dismissal. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

Information regarding the "Acceptable Use" policy shall be contained in all student and faculty handbooks.

Easton public schools

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This is to certify that I have received and read the *Acceptable Use Policy-Technology* adopted by Easton Public Schools

Name: _____

School: _____

Position: _____

Date: _____

Signature: _____