

DRAFT

New Bedford Public Schools' Technology Acceptable Usage Policy

All users of New Bedford Public Schools' technology resources are expected to act in a spirit of mutual respect and cooperation, while following the regulations for their use as described in this policy. Any violation may result in loss of access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

District technology resources are provided to all students and employees to conduct research, enhance productivity, and to communicate with others for professional and educational purposes. Use of these resources is open to those who agree to abide by the terms of this policy and to act in a considerate and responsible manner. Any abuse or violation of the policy may result in a suspension or cancellation of user privileges, as well as other disciplinary or legal action. The appropriate district and/or school administrator will determine the consequences of any inappropriate use as defined by student handbook and/or district disciplinary policies. Usage is a privilege, not a right.

New Bedford Public Schools reserves the right to monitor, under appropriate conditions, all computer usage and electronic information transmitted using its computer/network resources. The purpose of any monitoring would be to protect the integrity of the district's equipment and networked information systems and to ensure compliance with the policies, rules, and regulations governing the use of these resources. Users do not have an expectation of privacy, since email messages are public communication. Monitoring includes access to non-district commercial Web-based email accounts via the equipment and network resources of New Bedford Public Schools.

Responsibilities as a User of New Bedford Public School's Technology Resources

Regarding Access:

1. Students are required to have teacher permission and a curriculum related activity to use any of New Bedford Public School's technology or network resources. Students may use only those resources that they have been specifically allowed to use. Students and employees are to use these resources for purposes that support the educational mission of New Bedford Public Schools.
2. Instructional research and computing, including assigned work, research projects and other subject-related activities have priority over all other activities. Employees are expected to utilize these resources for professional and educational purposes.
3. Computing is accessible to all students and employees in the New Bedford Public Schools. Students are not permitted to check personal email, however, students may, with direct

supervision and permission of a teacher, use personal e-mail to attach a file to send or get an attached file that has been uploaded from home when related to an assignment.

The district expects its employees to utilize district email accounts for all professional communications. If you are provided with any type of school/district account (email, Web, administrative), it is your responsibility to take all necessary precautions to protect access to the account by not sharing your password(s) with others. As increasingly more data is collected to guide decision-making, employees with access to any confidential information must make every effort to keep this information secure. Students and employees are also warned about the dangers of giving out any personal information online such as a home address or telephone number for themselves or others.

Regarding Network and Equipment Resources:

4. Users may not intentionally circumvent network or computer security safeguards.
5. Electronic tampering with technology resources is not permitted. Users may not by any means intentionally attempt to disrupt the district's computer systems, corrupt system performance, or destroy information contained within these systems, including the spreading of computer viruses.
6. Users may not engage in unauthorized duplication, installation, alteration, or destruction of data, programs, or software. Users may not send or disclose data, programs, or software belonging to others. This includes, but is not limited to, any attempt to access files belonging to other users without their permission. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
7. Users may not engage in abusive or improper use of technology resources, which includes, but is not limited to, misuse of computer or network access privileges, tampering with equipment and unauthorized removal of equipment components.

Regarding Information Resources:

8. Users are expected to follow generally accepted rules of network etiquette and conduct oneself in a responsible and ethical manner while on-line. Users are not permitted to send, receive, submit, or publish any defamatory, inaccurate, racist, abusive, obscene, profane, sexually harassing, threatening, bullying, offensive, or illegal material within or outside of New Bedford Public Schools using the district's network facilities.
9. Users are not permitted to use New Bedford Public Schools' technology resources for private and/or commercial purposes that include, but are not limited to, buying and selling merchandise, product advertising, political lobbying, political campaigning, gambling, or any profit-making or illegal purposes.
10. Filtering software is in place to help block Web sites and materials from being received that are obscene, pornographic, harmful to minors, and inappropriate in an educational setting. However, no filtering system is 100% effective at blocking inappropriate material. Every effort

will be made to supervise students and to direct them to suitable informational resources while using the Internet. Still, it is impossible to preview the content of all materials available online, and a user may discover controversial information unintentionally. If any user mistakenly accesses inappropriate material, it is their responsibility to report this to a teacher or administrator immediately.

Limitation of Liability

Users assume all risk and New Bedford Public Schools makes no guarantee that the functions or the services provided by or through the district's network information systems will be error-free or without defect. The district specifically denies any responsibility for any damage you may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through or stored on its system. The district will not be held responsible for financial or legal obligations arising from the authorized or unauthorized use of its network information systems.

Penalties for Inappropriate Use

The appropriate district and/or school administrators will determine the consequences of any inappropriate use by a student or employee. All users will be afforded due process. Disciplinary actions will be appropriate to meet specific concerns related to the violation, and when applicable, refer to student handbook and/or district disciplinary policies. Any abuse or violation of this policy will result in a range of disciplinary actions that might include suspension or cancellation of user privileges, as well as other disciplinary or legal action. All users are considered subject to all local, state, and federal laws.

New Bedford Public Schools Elementary Technology User Agreement (DRAFT)

I know that I am responsible for all of my actions when using the technology resources of New Bedford Public Schools. I agree to follow the rules contained in the Technology Acceptable Use Policy and that the use of these resources will be for educational purposes only. I also understand that if I break any of the rules, I can lose my privilege to use these resources and may face other disciplinary action as determined by New Bedford Public Schools or its agent.

I agree to follow all of the rules for using the technology resources of New Bedford Public Schools. This includes, but is not limited to the following:

- I will not check personal email unless my teacher has allowed me to when it is related to an assignment
- I will not use chat or instant messaging programs
- I will not use the computers to hurt others, including making any threats
- I will not intentionally write on or damage any parts of the computer
- I will not touch any of the computer's wires or cables.
- I will not change any computer settings such as; the screen saver, desktop background, screen resolution, or icons.
- I will not download or install programs into the school's computers.
- I will never open or change another student's files.
- I will not share any computer passwords that might be given to me.
- I will only use educational games, programs, or Websites approved by my teacher.
- I will only listen to music or watch videos that are assignment related and teacher approved.
- I will only do a Web search with the teacher's permission and guidance.
- I will not plagiarize by using the ideas or work of others without permission.
- If I open an unacceptable Website by accident, I will turn off the monitor and raise my hand immediately.
- I will not give out personal information about myself or others (such as name, address, or telephone number) on the Internet.

My teacher has reviewed and explained the Technology Acceptable Use Policy to me.

Signed,

Student's Name

Date

A parent or guardian must sign below.

I, _____, parent/guardian of _____, have read and understand the Technology Acceptable Use Policy, which my child has signed in order to use New Bedford Public Schools' technology resources. I agree with the contents of this agreement and that my child will be bound by the terms of the agreement. I accept full responsibility and liability, both legal and financial, for my child's actions, whether foreseen or not. I release New Bedford Public Schools, its staff, administrators, and/or its agents, from liability and/or consequences resulting from my child's use and/or misuse of these resources.

Parent/Guardian Name

Date

New Bedford Public Schools Employee Technology User Agreement (DRAFT)

District technology resources are provided to all employees of New Bedford Public Schools to conduct research, enhance productivity, and to communicate with others for professional and educational purposes. Although the district's technology resources are meant for school use, personal usage is allowed as long as it is reasonable and does not interfere with work, and falls within the guidelines of the Technology Acceptable Use Policy. Use of these resources is open to those who agree to abide by the terms of this policy and to act in a considerate and responsible manner. Any abuse or violation of the policy may result in progressive disciplinary measures or cancellation of user privileges, as well as other disciplinary or legal action.

I agree to follow all of the rules for using the technology resources of the New Bedford Public Schools. This includes, but is not limited to the following:

- I will use New Bedford Public Schools technology resources primarily for educational and professional activities. Limited personal use is allowed, as long as it does not interfere with my work.
- I will not utilize these resources to perform any act, which can be construed as illegal or unethical.
- I will not use technology resources to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
- I will not use these resources for commercial purposes
- I will not use these resources for unauthorized solicitations on behalf of charities or other organizations or persons, for political lobbying, or for illegal activities
- I will not go anywhere on the system where I am not authorized
- I will not install software without permission from a supervisor or principal
- I will not do anything which disrupts the performance of the network, including the streaming of video and/or audio and the sending or forwarding of mass email messages (chain emails and jokes) for non-educational purposes
- I will abide by "Fair Use" guidelines and not download/use copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.
- I will not share personal information over the network.
- I will not disclose any passwords belonging to myself or others
- I will not trespass in the folders or files of others.
- I will not intentionally misrepresent others using district technology resources.
- I will not disclose any confidential or personally identifiable student or employee information
- I recognize that in a classroom setting, any student using the Internet must be supervised and their use of the Internet should focus on appropriate learning goals and objectives. Non-educational gaming is NOT allowed.

In signing, I agree to follow the Technology Acceptable Usage Policy of New Bedford Public Schools and understand the penalties that have been described in this policy.

Signed,

Employee's Name

Date