

File: E18

## ACCEPTABLE USE AND INTERNET SAFETY

The Chicopee Public Schools (the District) is pleased to make available to Users access to interconnected computer systems within the District and to the Internet.

Definitions of terms:

- **User** includes anyone, including employees, students, and guests, using CPS technology, including but not limited to computers, networks, Internet, email and other forms of technology services.
- **Network** is wired and wireless technology networks including school and district networks.
- **Systems** refers to IT equipment that connects to the CPS network. This may include, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, cameras, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

In order for the District to be able to continue to make its Network and Internet access available, all Users must take responsibility for appropriate and lawful use of this access. Users must understand that one User's misuse of the Network and Internet access may jeopardize the ability of all Users to enjoy such access. While school personnel will make reasonable efforts to supervise student use of Network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

**All Users must review, sign and return this policy in order to use the Network and access the Internet.**

Listed below are the provisions regarding Network and Internet use. If Users have any questions about these provisions, they should contact their school's designated contact. If any User violates this Policy, his/her access will be denied, he or she may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this Policy, Users are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the Network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. Term of the Permitted Use**

Users must sign this Policy on an annual basis in order to be provided with use of the Network and access to the Internet.

### III. Acceptable and Inacceptable Uses

#### A. Acceptable Uses of Network

Network should be used for Educational Purposes Only.

1. The District is providing access to the Network and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
2. Network administrators may use filtering or other methods to limit some educational activities if it is determined that the activity causes the inability of other Users to access the Network and/or internet.

#### B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Users may not transmit offensive or harassing messages; send messages or post comments to bully or harass a person or group; offer for sale or use any substance the possession or use of which is prohibited by the District's discipline policies; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the Network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Users may not engage in defamation (harming another's reputation by lies); employ another's password or some other User identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the Network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the Network or other networks on the Internet. For example, Users may not disclose or share passwords with others; or impersonate another User.
4. Uses that are commercial transactions. Student Users may not sell or buy anything over the Internet. Users should not give others private information about themselves. Employee Users may make business-related purchases in accordance with District purchasing procedures.

### C. Netiquette

All Users must abide by rules of Network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other Users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

## IV. Internet Safety

### A. General Warning

Individual Responsibility of Parents and Student Users. All Student Users and their parents/guardians are advised that access to the Network may include the potential for access to materials inappropriate for some students. Every User must take responsibility for his or her use of the Network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a User finds that other Users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

### B. Personal Safety

Be safe. In using the Network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you. Do not arrange a face-to-face meeting with someone you "meet" on the Network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

### C. "Hacking" and Other Illegal Activities

It is a violation of this Policy to use the Network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

#### D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by Massachusetts law, for internal administrative purposes or approved educational projects and activities.

#### E. Active Restriction Measures

The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent **Users** from accessing visual depictions or sites that are (1) obscene, (2) child pornography, or (3) harmful to minors, or otherwise objectionable within the discretion of the School. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### V. **PRIVACY**

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no User shall have any expectation of privacy regarding such materials.

### VI. **Failure to Follow Policy**

Use of the Network and Internet is a privilege, not a right. A User violates this Policy by his or her own action or by failing to report any violations by other Users that come to the attention of the User. Further, a User violates this Policy if he or she permits another to use his or her account or password to access the Network and Internet, including any User whose access has been denied or terminated. A User who violates this Policy, shall at a minimum, have his or her access to the Network and Internet terminated. The School District may also take other disciplinary action in such circumstances.

### VII. **Warranties/Indemnification**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its Networks and the Internet provided under this Policy. It

shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any User or his or her parent(s) or guardian(s) arising out of the User's use of its Networks or the Internet under this Policy. By signing this Policy, Users are taking full responsibility for their use, and Users (or parent(s) or guardian(s) if User is under 18) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the User's access to the Network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the User. The User or, if the User is a minor, the User's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a User's use of his or her access to its Network and the Internet, whether that use is on a School computer or on another computer outside the District's network.

### **VIII. UPDATES**

Users, and if appropriate, User's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the User (or his/her parents or guardian) or such new Policy must be signed if the User wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, Users must notify the person designated by the School to receive such information.

Legal Refs: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254 [h], [l] Elementary and  
Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

1<sup>st</sup> reading: Reg SC Mtg 5/15/2013

2<sup>nd</sup> reading: Reg SC Mtg 6/5/2013