

File: G4

MISUSE OF COMPUTER FACILITIES POLICY

Individuals who use Chicopee Public Schools computer facilities must assume the responsibility for using these resources in an appropriate manner. Misuse of computer facilities is considered a violation of City policy and may also be a violation of law if data of other computer users are disturbed or the privacy rights of individuals are violated.

All users of the Chicopee Public Schools computer facilities are therefore required to comply with the following:

Chicopee computer systems shall not be used for commercial purposes.

Files, signons, usernames, passwords, and computer output belonging to an individual or to the institution are considered to be personal property. User shall not examine, change, or use another person's or institutional files, output, or usernames for which they do not have explicit authorization.

No obscene or offensive material shall be entered into the computer or sent through INTERNET or any other electronic mail system.

Users shall not deliberately attempt to degrade system performance or capability. Loopholes in the computer systems, knowledge, or special passwords shall not be used to damage a system or file, or to change or remove information in a system or file without authorization.

Unauthorized copies or copyrighted material shall not be created, distributed, or knowingly utilized.

Reconfiguring the hardware arrangement by unplugging various cables and moving hardware from one workstation to another shall not be allowed without official authorization.

Individuals who violate this policy shall be subject to disciplinary procedures and sanctions.

1st reading: Reg SC Mtg 1/3/07

2nd reading: Reg SC Mtg 1/17/07