



# Chelsea Public Schools

## Office of the Superintendent

City Hall  
500 Broadway  
Chelsea, MA 02150  
(617) 466-4477  
(617) 889-8361 (Fax)

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

The purpose of this policy is to outline the acceptable use of digital resources in the District. These rules are in place to protect the employees, students, and the District. Inappropriate use of digital resources exposes the District to risks including: virus, spyware, and hacking attacks; compromised network systems, software, and services; and legal and regulatory issues.

The term *digital resource* shall include all Internet/intranet/extranet-related systems, including but not limited to computers, printers, scanners, peripherals, networking equipment, operating systems, storage media, network accounts providing electronic mail, web browsing, FTP, telecommunications lines, all software and files, multimedia equipment, video equipment, cable equipment, televisions, telefax equipment, technology lab equipment, internet email and other accounts, digital cameras, mobile telephones, and recording devices of any kind. *Digital resources* may be provided to individual employees or students by the District; they are, and always remain, the property of the District. These resources are to be used for business or educational purposes in serving the interests of the District, our employees, students, and parents in the course of normal operations.

Students and staff of the Chelsea Public Schools have the ability to pursue extraordinary opportunities by directly accessing computer resources and the Internet. Students and staff can enhance instruction as they explore real world web sites containing information on any subject supporting curricular interests.

The term *user* is defined as administrators, teachers, students, staff members and members of the community who use the district's technology resources.

The Internet is an international linking of networks that will allow our school population access to a wide range of information from around the world. Using the Internet for educational projects will help to prepare our students for success in life and work in the twenty-first century.

Some information, however, is not appropriate for school aged children. To help ensure that information received is age appropriate, we have installed filtering software that is compliant with the Child Internet Protection Act (CIPA) designed to screen out objectionable material. It is impossible, however, to guarantee that all objectionable material will be made inaccessible. We have designed this Acceptable Use Policy, a written agreement signed by Internet users, to give guidance for proper Internet use.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/intranet/extranet systems. In the absence of such policies, employees should be guided by the District policy on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

## **Terms and Conditions of Internet Use**

### **Acceptable Uses**

- a. Access to the Internet using school systems/networks is for school purposes only and not for personal or business use.
- b. Users are encouraged to conduct research and communicate with others in an educational setting.
- c. Users should limit themselves to information that is for administrative purposes or applies to the approved curriculum.
- d. Students will have e-mail access only under their teacher's direct supervision using a classroom account.
- e. E-mail transmissions for students and employees are not considered confidential and may be monitored at any time by authorized individuals to ensure appropriate use for instructional and administrative purposes.
- f. Students and employees should only download the information needed for educational purposes, and students should only download the needed information that has been approved by a teacher.
- g. Students and staff should immediately notify a teacher or administrator any time they receive an uncomfortable message that is threatening, obscene, or has suggestive material. It is very important not to respond to this type of information on the Internet or in an email.
- h. Students and staff should use proper network etiquette on-line (i.e., be polite, use appropriate language).

### **Prohibited Uses**

- a. Students and staff will not offer, provide, or purchase products or services over the Internet.
- b. Students and staff will not give out personal information about themselves or anyone else (i.e., home address, phone number, etc.).
- c. Students and staff will not attempt to gain unauthorized access into files or computer systems.
- d. Students and staff will not try intentionally to degrade or disrupt equipment or system performance.
- e. Students and staff will not engage in the use of inappropriate language, profanity, discriminatory attacks, or harassment of others.

### **Plagiarism and Copyright Infringement**

Students and staff will not engage in plagiarism. Plagiarism is defined as "taking ideas or writings from another person and offering them as your own." Credit must be given to the appropriate sources of all material used.

"Fair Use" according to the Copyright Act of 1976, means that one may have free use of any information one finds on the networks to use for educational purposes. One may not plagiarize or sell what one comes across. Any item with a commercial copyright or license may not be legally copied without the purchase of said item.

### **Limitation of Liability**

The Chelsea School Department does not guarantee that the services provided by the district will be free from error or defect. The department will not be responsible if data is lost, if there are interruptions to the

service, or for any damages that the user suffers. The user is responsible for any financial obligations which arise from unauthorized use of the system.

### **Privileges and Consequences**

*Use of the information network is a privilege, not a right.* Students and staff are expected to act responsibly and honor the Acceptable Use policies and agreements.

Violations will result in the loss of systems/network access and may also result in disciplinary actions including expulsion from the Chelsea Public Schools for students or termination of employment with the Chelsea Public Schools for staff.

### **Technology Use Policy**

The technology provided to Chelsea Public School employees and students is for school department use and is the property of the Chelsea Public Schools. In addition to an email account and internet access provided by the Chelsea Public Schools, the computer and software available to students and employees are the property of the Chelsea Public Schools. It is unlawful to copy any software or burn CDs for any use other than school related business. In order to comply with copyright laws, only software, video, and other digital formats purchased by the district or one of its schools may be installed on any school computer or network. Games of any type may not be installed without the approval of the building principal and/or Technology Director. Software acquired by the district or by any of its schools may not be installed or copied to other computers outside the district without prior permission of Technology Director.

Users may be assigned with a unique username and password. Each user is responsible for all activity conducted on that account. No user may attempt to access another user's account.

### **Prohibited Uses**

For all staff and students, use of digital resources for personal or other use that is not for business or educational purposes in serving the interests of the District is prohibited. The following are some, not necessarily all, of the prohibited uses by the students, unless prior permission from a teacher, staff member, or administrator:

- a. Turn a computer or peripherals on or off.
- b. Attempt to fix technology resource.
- c. Change the appearance and settings of a computer resource.
- d. Use modem or telephone line.
- e. Install or delete software or files.
- f. Use a non-school issued storage media.
- g. Enter a room with one or more computers unsupervised.
- h. Subscribe to a newsgroup, listserv, or participate in any chat room.
- i. Use of digital resources in violation of a student handbook rules.

Violations may result in the loss of computer use and may also result in disciplinary actions including expulsion from the Chelsea Public Schools for students or termination of employment for Chelsea Public Schools' employees.

## **INTERNET ACCEPTABLE USE AGREEMENT**

### **User Agreement and Parental Consent Form**

I understand the terms and conditions of the Acceptable Use Agreement. I agree to follow the terms and conditions stated in the Agreement. I understand that if I violate those rules, I may lose access privileges and may face other disciplinary action including suspension, expulsion, or termination of employment.

Name \_\_\_\_\_

School/Location \_\_\_\_\_

Grade/Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the user is a student, a parent, or guardian, he or she must read the following section and sign below:

I have read the Acceptable Use Policy for the Chelsea Public Schools. I understand that the school district and the teachers involved will do their best to guide my child/children in the proper use of the Internet for educational purposes only. I will hold my son/daughter responsible for behaving appropriately on the Internet and following the established policies as a condition of my child continuing to have access to the Internet.

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

This page updated 11-4-13