

## **ACCEPTABLE USE POLICY FOR COMPUTERS, COMPUTER NETWORK, ELECTRONIC DEVICES AND THE INTERNET**

### Overview

Computers, electronic devices and the Internet provide access to vast, diverse and unique resources in a global community. Our goal in providing electronic tools, a computer network and Internet access to teachers, staff and students is to promote educational excellence at Shutesbury Elementary School by facilitating resource sharing and communications and enabling new types of educational pursuits. All users are encouraged to use electronic devices, computers, the computer network and the Internet to pursue intellectual activities, seek resources, access libraries, collaborate and engage in learning activities.

These resources bring with them responsibility as well as opportunity. As users of these tools, including the Internet, we must be aware of both the positive and negative issues that surround them. There are many valuable resources available through computers and on the Internet that may not be found elsewhere. There are also activities and web sites that can be considered inappropriate for students and staff and/or serve no educational value.

It is the responsibility of all users, staff and students alike, to ensure that, at all times while at SES, any electronic devices, computers, the computer network and the Internet are being used only for acceptable purposes. Individuals who use school electronic devices or log on to computers, the network or the Internet while at school are responsible for all activities. All electronic devices and school computers are to be used in a responsible, efficient, ethical and legal manner. Conduct consistent with other policies of SES will apply to use of electronic devices, computers and Internet activities, and this acceptable use policy should therefore be considered an extension of these policies.

It is important that all SES employees, students, and families understand that any violation of this Acceptable Use Policy or the procedures developed to ensure acceptable use, whether unethical or illegal in nature, will be cause for disciplinary action, including revocation of privileges to use SES electronic devices, computer, the network or the Internet and/or legal action. Unacceptable activities include, but is not limited to, unauthorized access into school accounts or private files, destruction of others' files, harassment of students or staff, introduction of computer viruses, commercial use of the school networks, violation of copyright laws, use of inappropriate language, and transmission of or searches for obscene material.

### User Precautions

In order to ensure that the SES electronic devices, computers, computer network and the Internet is used in an appropriate manner and that all users are protected from any inappropriate activity, SES will require implementation of the following:

- To insure personal safety and the safety of others, users shall not publish their personal identifying information that might put them at risk over the Internet. If users experience

any concerns regarding use of SES computers, the network or via communications over the Internet, they should seek assistance from an appropriate staff member.

- Student use of the Internet will be under the supervision of SES staff, but due to the nature of the Internet and evolving technology, even with supervision, students might get to an inappropriate site. It is the student's responsibility to report any inappropriate site to a staff member.
- Images of children on the Internet should not be accompanied by surname or contact information. Only children for whom there is signed consent will have their images appear on the website.
- In accordance with the Children's Internet Protection Act (CIPA), passed by the US Legislature in January, 2001 (Public Law 106-554), Shutesbury Elementary School shall employ filtering software to block access to inappropriate content on all computers with Internet access. Users will be restricted from accessing visual depictions of subject matter that is obscene, pornographic, violent or harmful to minors. However, it is important to understand that no solution is perfect, and SES cannot guarantee that students will not have access to inappropriate sites. Members of the school community shall report all inappropriate sites not blocked by the filters to the technology coordinator for appropriate action.

Staff who are using the Internet as part of their teaching should be aware that they may call upon the Technology coordinator to request that a specific site be blocked or unblocked. Such decisions will be made by those the Technology Coordinator with consultation of the principal, if necessary. The Technology Coordinator, and subsequently the principal, is available to receive appeals from users who have a specific use in mind for a site that has been filtered.

#### Privacy and archiving

Under no circumstances shall electronic information in the form of files or other formats be stored on SES computers or electronic devices that may generally be considered unethical or illegal. Users of SES electronic devices, computers, the computer network or the Internet shall not assume privacy of their accounts or their information. SES retains the right to review all information stored on SES-owned electronic devices and computers to ensure that information is acceptable and consistent with the intended educational use of these resources. The Technology Coordinator, and subsequently the principal, is available to receive appeals from users who have stored information the content of which may be disputed. The determination of the principal is final.

#### SES Electronic Device, Computer, Network and Internet Use Acceptable and Safety Procedure Contract

This policy is implemented to protect all users and ensure that the integrity of SES electronic devices, computers, the computer network and Internet communications remain intact. Procedures to provide operational guidance and compliance with this policy will be developed and approved by the principal. All persons using the Internet, a computer or other electronic device at SES are required to sign a SES Electronic Device, Network and Internet Use

Acceptable and Safety Procedure Contract acknowledging understanding of these procedures and agreement to uphold the conditions established by them.

The SES Electronic Device, Network and Internet Use Acceptable and Safety Procedure Contract must be completed and signed by all students and their parent/guardian, or all staff after reviewing the principal-approved procedures. A signed contract shall be returned to the school.

Compliance with this policy by all users of computers and/or electronic systems is required. This policy has been developed for user safety and to maintain the integrity of Shutesbury Elementary School's educational purposes.