

# BARNSTABLE PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers and the Internet is a privilege not a right and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by the Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequence for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations. The Internet user log shall be archived for a period of six months.

## **Users may not:**

- ✓ Change in any way the configuration of a computer or network without permission of instructional staff.
- ✓ Damage or vandalize computers, computer systems or networks.
- ✓ Trespass in other's folders, work or files or use another's password.
- ✓ Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
- ✓ Use computers / Internet for any purpose that is inconsistent with the educational purpose intended.
- ✓ Use computers / Internet to play non-educational games or other non-academic activities.
- ✓ Use computers / Internet for commercial purposes.
- ✓ Use computers / Internet for political lobbying.
- ✓ Participate in any type of teleconferencing or chat without permission of instructional staff.
- ✓ Use e-mail without instructional staff permission / supervision.
- ✓ Send, display, or receive offensive messages, pictures, or other media which is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or intended to harass.
- ✓ Use computers / Internet for the transmission of material in violation of U.S. or Massachusetts regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret.
- ✓ Download files, programs or join listservs or newsgroups without express permission of instructional staff.
- ✓ Install personal software or shareware on any district computer

## **Network Etiquette**

Users are expected to follow the rules of network etiquette. These include but are not limited to the following:

- ✓ Be polite and appropriate in your messages.
- ✓ Use appropriate language. Swearing and obscene language are strictly prohibited.
- ✓ Students may not reveal personal name, address or phone number or those of other people over the Internet.
- ✓ Faculty/staff may not reveal student personal information over the Internet.
- ✓ Be considerate of others using the network.

## Web Publishing Guidelines

The Barnstable Public School District web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration and the community. Student web authoring will be encouraged and supported throughout the schools. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Barnstable Public School District.

To insure the safety of our students and the accuracy and security of district information the guidelines and procedures listed below must be followed:

1. No student's personal information, such as last name, home address, and telephone number may be posted on the web site. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
2. Requests to post material on the Barnstable Public School Web site must have prior approval of the Principal or Assistant Superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
3. Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of any person or persons included within the image.
5. All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
6. Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
7. All official home pages must have at least one link back to the District home page.
8. Student directory information may not be published.
9. Students will not have access to the District server to either upload or edit information.
10. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated school Web Master should be contacted to make the necessary corrections.

\* It should be noted that the Barnstable Public School District name or logo may not be used on a personal web page without permission of the Superintendent.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

**Parent or Guardian Agreement to Comply**

As the parent or guardian of this student I have read and understood the Barnstable Public Schools Technology Acceptable Use Policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that it is technically impossible for Barnstable Public Schools to restrict access to all controversial material and that my child holds the real responsibility to avoid questionable materials and communications. I will not hold Barnstable Public Schools responsible for any materials acquired by my child using the school's computers. Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. I give permission for my child to have Internet access.

Parent/Guardian Name: (Please print) \_\_\_\_\_

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

**Parent or Guardian Web Publishing Agreement**

Barnstable Public Schools maintains web pages for each school and the district. Photo images, names, and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, art work / show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give my permission to Barnstable Public Schools to display on the school web pages pictures of my child, his / her work, and name (first name only), as they relate to activities, projects, and programs at the school. Names and photos will not be displayed together. The posting of material to the Barnstable Public School District web page must have prior approval of the Principal. The use of the Barnstable Public School District's name or logo may not be used on personal web pages without the Superintendent's approval.

Parent/Guardian Name: (Please print) \_\_\_\_\_

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

\* Signature signifies a contractual agreement for the period of time that the student attends school in the Barnstable elementary schools.

