

NORTHBRIDGE PUBLIC SCHOOL DISTRICT  
COMPUTER RESOURCES  
ACCEPTABLE USE POLICY

Introduction

The Northbridge Public School District provides computer resources and Internet access to support educational excellence by promoting resource sharing, facilitating communication, enhancing learning, improving administrative efficiencies, and preparing students to live and work in the 21<sup>st</sup> century. Anyone who uses the District's computer resources must follow the guidelines described in this policy. The use of computers and the Internet in the Northbridge Public School District is a privilege, not a right, and failure to follow these guidelines will result in loss of privileges, disciplinary action, and/or legal prosecution.

Definitions

As used in this policy, the term **computer resources** includes, but is not limited to: computers; printers, scanners, digital cameras, handheld devices, networking equipment, and telecommunication lines; software, files; multimedia, video, cable, TV, telephone, and fax equipment; Language Lab, Tech Engineering, or other specialized facilities; Internet, email, or other online accounts; and computer supplies such as blank disks.

Computer Use

Students in Grades 2 and below shall be taught how to use a computer safely before being allowed to use any computer. Adults and students in Grade 3 and above must sign and return the Acceptable Computer Use Agreement. (An exception may be made for occasional guests that are granted temporary access for training classes, vendor demonstrations and the like.) For minors, this form must also be signed by a parent or guardian indicating their understanding of this policy, and their acceptance of liability for damages resulting from the intentional disregard of these guidelines by their child. This agreement will be signed when students are enrolled, or reach 3<sup>rd</sup> grade, or when employees are hired, and will stay in effect as long as the student is enrolled, or staff member is employed, in the Northbridge Public School District. A summary of these guidelines will be reviewed in every class using computers and placed in student handbooks with a reference to the full policy on the District's website.

Acceptable Computer Use Guidelines

Adherence to the following guidelines will insure a positive and productive learning environment for all.

Respect the school's property

All computer resources at the schools are the property of the Northbridge Public School District. No unauthorized technology may be used at school. No one may intentionally damage, tamper with, or use for any illegal or unethical activity any school or District property. In addition, computer resources must be used for educational purposes only and may not be used to sell anything, or to create anything that is sold, unless it is done so for the purposes of fundraising with the prior knowledge and consent of the building administrator.

Respect and adhere to copyright laws

All software has specific licensing agreements, which must be strictly upheld. Unauthorized copying is not permitted. To insure compliance with copyright laws, only software that is purchased by the District may be installed on any school computer or network. Software with little or no educational value shall not be installed on school computers. Software obtained by the District or one of its schools may not be copied or installed onto any computer, school-owned or not, without prior permission of the Technology Director.

Respect others' individual property rights and privacy

Existing rules against plagiarism apply to information gathered through the use of CD-ROM encyclopedias and other software, as well as through the use of the Internet. Everyone must respect each others' privacy and may not tamper with each anyone else's data files, network account, etc. The District does, however, reserve the right to examine and remove the content of files to insure compliance with these guidelines, when there is

reasonable cause or suspicion. The District reserves the right to delete files in individuals' accounts after the end of a school year or when a student or employee leaves the District.

#### Respect others' right to freedom from harassment and intimidation

No one may create or send abusive, threatening, repetitive, or clearly unwanted messages or use inappropriate language. No one may create or copy files containing any profanity, obscenity, or other inappropriate materials. No one may intentionally or otherwise interfere with others' work.

#### Use and share computer resources courteously and efficiently

Everyone must understand and accept that there are restrictions on computer resources including storage space and time limits. Disk space must be conserved by deleting messages once they have been read and removing unused files. When asked by a faculty or staff member, a student must immediately "log off" from the system.

#### Help protect computer resources

Everyone must safeguard the District's computer resources by taking reasonable precautions. Surge protectors shall be used with all electrical equipment; anti-virus software shall be used whenever a file is copied between disks; the use of floppy disks shall be minimized. Equipment will be powered off and covered when left unused for more than 24 hours. Data files saved to the network shall be backed up regularly and automatically. Every one is responsible for making backup copies of his or her data files that are not stored on the network.

Each user may be assigned a unique username and secret password. No account, username or password may be shared with anyone else. Each user is responsible for all the activity conducted under that account or username. No one may attempt to access anyone else's account or files. Passwords must be safeguarded at all times and changed in accordance with the current procedures at each school.

Faculty and staff may prohibit the use of non-school-issued disks in school computers and may scan any student disk at any time for viruses. Each school will establish a safe and ethical file handling procedure for all.

No one shall:

- open up any computer resource that appears broken or jammed,
- access any network operating software or system configuration files,
- install or delete software, without the prior consent of the technology staff,
- download executable files which can corrupt computers and networks,
- knowingly introduce a virus, spy-ware, ad-ware or similar threat,
- disconnect or move any technology, without the prior consent of the technology staff,
- use a modem or telephone line, without appropriate permissions,
- print without appropriate permissions, or
- change system settings including the desktop, icons, and colors.

#### Report any misuse or abuse

Any one with knowledge of abuse, inappropriately use, or failure to follow any of these guidelines shall report this to a teacher or administrator as soon as possible. Any violation of school policy and rules may result in loss of school-provided access to computers. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Northbridge Public School District is committed to providing secure and error-free computing and cannot be held responsible for any loss or damages resulting from technical or other difficulties. The Northbridge Public School District reserves the right to change these guidelines.

Northbridge Public School District

Acceptable Computer Use Agreement – For Minors

I, \_\_\_\_\_, and \_\_\_\_\_,  
(print minor's name) (print parent or guardian's name)

the parent/guardian of this minor, have read and understood the Computer Resources Acceptable Use Policy and agree to adhere to all the guidelines listed. We realize that inappropriate behavior may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. We release the Northbridge Public School District from any liability or damages that may result from the use of its computers, software, and networks. As a computer user, I accept full responsibility and liability for the results of my personal actions.

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



Northbridge Public School District

Acceptable Computer Use Agreement

I, \_\_\_\_\_  
(print name)

have read and understood the Computer Resources Acceptable Use Policy and agree to adhere to all the guidelines listed. I realize that inappropriate behavior may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. I release the Northbridge Public School District from any liability or damages that may result from the use of its computers, software, and networks. As a computer user, I accept full responsibility and liability for the results of my personal actions.

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