

Old Colony RVTHS

Acceptable Use Policy

Old Colony RVTHS is providing students access to the district's electronic network. This network includes Internet access, computer services, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Old Colony RVTHS electronic network.

- The Old Colony RVTHS electronic network has been established solely for educational purpose. The term "educational purpose" includes classroom activities, career development, and high-quality self-discovery activities.
- The Old Colony RVTHS electronic network has not been established as a public access service or a public forum. Old Colony RVTHS has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Old Colony RVTHS electronic network.

General Unacceptable Behavior

While utilizing any portion of the Old Colony RVTHS electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Old Colony RVTHS electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Old Colony RVTHS electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not use the Old Colony RVTHS computers or network for playing recreational games.

E-Mail, Interactivity, Web 2.0 and Emerging Technologies

- The district encourages the use of technology integrated activities and resources to enhance the educational experience. Students will participate in a variety of educational activities that incorporate technology resources. The use of these technologies and resources must be part of an educational exercise that has been approved by the district.
- Student email accounts are included with the oldcolony.info Google Apps for Education account. It is to be used for educational purposes only. This includes communicating with teachers, perspective employers, and post-secondary education. Students must have no expectation of privacy.
- Students may not use chat or instant messaging, unless it is a moderated environment that has been established to support educational activities and has been approved by the district.
- Students will not use the Old Colony RVTHS network to post information on the Internet such as web sites, forums etc unless the specific site and activity are part of an approved educational exercise.
- Students will be provided with accounts to sites and services that contribute to the educational activities of the district. Students should take reasonable precautions to safeguard their account information and prevent others from using their accounts. Under no conditions should students provide their passwords to another person.
- Students will not download streaming video and audio (music) for recreational purposes. (This includes radio feeds.)

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not make arrangements to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.
- Students may be identified on the district's web site by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.

System Security

- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Old Colony RVTHS electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.

- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software, Hardware and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Old Colony RVTHS electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers or lab workstations are private.
- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.
- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- Use of copyrighted material for educational projects will conform to acceptable use as defined by Fair Use provisions of the copyright law including appropriate citation of the copyrighted material.
- Students are encouraged to utilize online resources and digital media licensed through Creative Commons.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of the Old Colony RVTHS network.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.