

ASHLAND SCHOOL COMMITTEE

POLICY MANUAL

POLICY NUMBER: OP 1.4

**SUBJECT: ACCEPTABLE USE POLICY – TECHNOLOGY:
ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION**

PURPOSE

The Ashland Public Schools shall provide access for employees and students to its electronic computer network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self discovery activities of an educational nature. The purpose of the system is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

AVAILABILITY

The Superintendent or designee shall implement, monitor, and evaluate the district's system for instructional and administrative purposes.

Access to the system, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree to comply with such regulations and procedures.

Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Ashland Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Ashland Public Schools.

MONITORED USE

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Student and staff Internet use will be monitored by the school district to ensure students and staff are not accessing inappropriate sites or accessing from media brought into the school, material (visual or verbal or auditory) that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate access.)

ASHLAND SCHOOL COMMITTEE

POLICY MANUAL

LIABILITY

The Ashland Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Ashland Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Section 1 – Accessing and Managing the System

1. The Ashland Public Schools will make available copies of the Acceptable Use Policy and Procedures.
2. Training: The Ashland Public Schools will provide training to users in proper use of the system. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
3. Access: Access will be granted to employees with permission of their supervisor. Access will be granted to students with permission of the building administrator or designee(s). Account names will be kept on file at the building level.
4. Accounts and Passwords: Initial passwords provided by the network administrator should be set to expire on login. Passwords shall be changed routinely at the discretion of the Director of Technology and Operations. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name. System users shall not use another user's account.
5. Monitoring: Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
6. Management: Principals or their designee shall be responsible for establishing appropriate retention and backup schedules. Principals or their designee shall be responsible for establishing disk usage limitations, if needed. System users should purge electronic information according to district retention guidelines.

Section 2 – Permitted and Prohibited Activities within the System

1. Copyrighted Materials: Copyrighted software or data shall not be placed on the district system without permission from the holder of the copyright and the system administrator. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.

ASHLAND SCHOOL COMMITTEE

POLICY MANUAL

2. Students completing required course work will have first priority for after hours use of equipment.
3. Deliberate Destruction: Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
4. Forgery or attempted forgery is prohibited.
5. E-mail: Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited. Pretending to be someone else when sending/receiving message is prohibited.
6. Inappropriate Content: Use of inappropriate language for example, swearing, vulgarity, ethnic or racial slurs, and other inflammatory language, is prohibited as is the use of inappropriate visual or auditory materials. Transmitting or viewing obscene material is prohibited.
7. Personal Information: Those under eighteen years of age are prohibited from revealing personal information (addresses, phone numbers, etc.)
8. Commercial use of the system/network such as for shopping, banking, personal use unrelated to a student project or employee work is prohibited.
9. Only the use of District approved technology (hardware, software, etc.) is permitted.

Section 3 – Enforcement of the AUP and Laws

1. Enforcement: Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control. Principals or their designee will ensure that all users abide by policies and procedures regarding use of the system. The Superintendent shall determine the appropriateness of use (#6 above).
2. Law Enforcement: The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system.

ASHLAND SCHOOL COMMITTEE
POLICY MANUAL

3. A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

The Technology Committee shall be responsible for the routine review of this policy.

ADOPTED: 8 January 1998

REVISED: 11 June 2009