

Gardner School District

Acceptable Use Policy

Definition and Purpose

The Internet is an electronic communications network that provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, and students is to promote educational excellence in the Gardner School District by facilitating resource sharing, innovation, and communication.

The Gardner Public Schools will provide access for employees and students to the system/network, including access to external networks for appropriate 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/network is to assist in preparing students for success in life and work by providing access to a wide range of information as well as the ability to communicate with others. The system/network will be used to increase communication for staff, parents, and students, enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be used to provide information to the community, including parents, governmental agencies, and businesses.

Guidelines

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. **The use of the Internet is a privilege, not a right**, and inappropriate use will result in cancellation of this privilege. The district staff has the right and obligation to monitor student Internet activities. Each student or teacher who receives an account will receive instruction from a designated school staff member pertaining to the proper use of the network. **The building principal and network administrators will deem what is inappropriate use and their decision is FINAL.** Also, the network administrators may close an account at any time as required. The administration, faculty, and staff of the Gardner Public Schools may request the network administrator to deny, revoke, or suspend specific user accounts.

The following guidelines are provided to make users aware of the responsibilities they are about to acquire. In general, these guidelines require efficient, ethical, and legal utilization of the network resources.

1. Acceptable Use

- System/network use must be in support of education and research consistent with curriculum.
- System/network use must be consistent with the rules appropriate to any network being used/accessed.
- All users must sign an Acceptable Use Consent and Waiver Form.

2. Unacceptable Use

- Intentionally disrupting information, network traffic, or crashing the network and connected systems is prohibited.
- Degrading or disrupting equipment or system performance is prohibited.
- Stealing data, equipment, or intellectual property is prohibited.
- Gaining unauthorized access to the files of others (students, teachers, system administrator) or vandalizing the data or files of another user is prohibited.
- Forging electronic mail messages or using an account owned by another user is prohibited.
- Invading the privacy of individuals is prohibited.
- Posting anonymous messages is prohibited.
- Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form is prohibited.
- Using the system/network for illegal, inappropriate, or obscene purposes is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Using the system/network for unauthorized commercial purposes is prohibited.
- Logging on as another user is prohibited.
- Tying up the system/network with idle activities is prohibited.

- Playing Internet games on the system is prohibited.
- Loading unauthorized software onto the network or any workstation is prohibited.
- Plagiarizing is prohibited.

3. Network Etiquette

- Be polite.
- Use appropriate language. Do not use vulgar or obscene language.
- Do not reveal your own home address, telephone number, or the telephone number(s) of others.
- Use caution when revealing your school address or e-mail address (or those of others).
- Assume electronic mail is public.
- Abide by generally accepted rules of network etiquette.

4. Security

- If you identify a security problem, notify a teacher or administrator immediately.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- The student user must use school accounts on school grounds.
- It is illegal to hack or gain illegal entry into other computers/networks.

5. Vandalism/Harassment

- Vandalism and/or harassment will result in the cancellation of privileges.
- *Vandalism* is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. *Harassment* is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.

6. Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules, is subject to loss of privileges and any other district disciplinary options, including criminal prosecution.
- The building principal and network administrators will make the determination as to what constitutes unacceptable use and the appropriate sanctions for misuse.

7. Liability

- The Gardner Public Schools shall not be liable for users' inappropriate use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Gardner Public Schools can not control the information available on other networks, and as a result, shall not be responsible for ensuring the accuracy or usability of any information found on external networks.
- All terms and conditions as stated in this document are applicable to all users of the Internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Massachusetts and the United States of America.

These procedures and guidelines will be reviewed each academic year.

Adoption date: May 11, 1998

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Ver. 3

Acceptable Use Consent and Waiver Forms: [Under 18](#) [18 and Over](#)

