

Canton Public Schools

Acceptable Use Policy for the users of the Canton Network

ACCEPTABLE USE POLICY

PART I: PURPOSE

This policy, the Acceptable Use Policy for all users, students and staff members of the Canton Public Schools (CPS) electronic network, sets forth the rules for accessing information and utilizing electronic resources related to all district computer systems and equipment. This policy promotes the ethical, legal, and school-related use of the CPS Network and ensures CPS compliance with the Children's Internet Protection Act. In addition, personal electronic devices will be governed under this policy when such devices are attached to the CPS Network.

Authorized student and staff use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the CPS Network is a privilege that is provided to help authorized users complete and deliver educational obligations as outlined in the district curriculum, student handbooks, and in classroom practices.

CPS Network users include all students, teachers, administrators, staff members, and community members who have access to the World Wide Web and technical infrastructure via the Canton Public Schools Local Area and Wide Area Networks.

PART II: DEFINITIONS

The Canton Public Schools Network is the system of computers, terminals, servers, databases, switches, and all other electronic infrastructure connected to the CPS Network. These components may function in conjunction with established hardwire or wireless LAN's running over outside lines such as T1, Broadband, Telephone, or DSN, owned or leased by the Canton Public Schools.

The Internet is an electronic communications network that connects computer networks and organizational facilities around the world, linking them all together through one common protocol.

Website is a collection of "pages" or files on the Internet that are linked together and managed by an institution, company, individuals, or a group of individuals.

Electronic Mail (email) consists of all electronically transmitted information including any combination of text, video, pictures, graphics, audio, or other information created, sent, and/or received by a computer application system. This includes transmission data of any type, message text, and all attachments.

Other electronic devices include, but are not limited to, cellular communications, phones, pagers, two-way voice/text messaging, personal digital assistants, that may or may not be physically connected to the CPS Network infrastructure.

Authorized Users are any students enrolled in any classes/grade levels in the CPS, or any staff members, teachers, and administrators employed by the CPS.

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PART III: GENERAL PROVISIONS

1. **All Authorized Users – Students and Staff Members** shall adhere to the provisions of this policy as a condition for continued use of the Canton Public Schools Network.
2. **DISCLAIMER: Pursuant to the Children’s Internet Protection Act**, the Canton Public Schools uses CIPA compliant content filtering software to screen Internet sites for offensive material. There are millions of pages of content on the Internet. Users are cautioned that many of these pages contain offensive material including, but not limited to categories of, Adult content, Nudity, Sex, Gambling, Violence, Weapons, Hacking, Personals/Dating, Racism/Hate, and Illegal or Questionable material. It is difficult to avoid at least some contact with elements of this material while using the Internet. No filtering software is 100% effective and it is possible that the software could fail in certain instances or be unsuccessful at limiting objectionable content based on keywords of the material and how it may be embedded or hidden in a legitimate looking URL. Student and Staff Authorized Users access the Internet at their own risk.

PART IV: OUTLINE OF ACCEPTABLE USE

Internet use provides valuable learning and instructional opportunities for research and curriculum support. While the Internet’s possibilities are tremendous, it also has potential for abuse. To utilize the Internet through the Canton Public Schools Network, or another service provider within this network, the user must agree to take full responsibility for his or her actions. The Canton Public Schools, and other sponsoring organizations within the Canton Public Schools, shall not be liable for the actions of anyone accessing the Internet through this or any other Internet connection. All users assume full liability, financial, legal, or otherwise, for their willful actions.

The following guidelines must be adhered to for user access to the Canton Public Schools Network. In accordance with the guidelines below, users will be issued individual accounts providing they have reviewed and signed this Acceptable Use Policy and have also received a consenting signature of a parent or guardian if the user is under the age of 18.

Acceptable Use Guidelines:

1. The Canton WAN is to be used in a responsible, safe, efficient, ethical, and legal manner and in accordance with each school’s student handbooks.
2. The primary purpose of the Canton Public Schools Network is to support the educational objectives of the Canton Public Schools. It is essential that each individual user of this system understand that purpose.
3. No user shall use the CPS Network or any other Internet service provider within the CPS Network for commercial purposes or to perform any act that may be construed as illegal, unethical, or inappropriate.
4. The use of profanity, obscenity, or language that may be offensive to other users is prohibited.
5. The transfer of obscene or profane materials over the Internet is unacceptable.
6. Reposting of personal communications without the author’s prior consent is prohibited.
7. No user is permitted to access unauthorized accounts (accounts that are not their own) nor information that is restricted or confidential, for example, student records, grade books, etc...
8. Virus protection software is installed on all machines in the district. Any attempts to circumvent this software and download viruses or other applications, or degrade or disrupt system performance is a violation of acceptable use.

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9. Ownership of personal property must be respected. Any material obtained from the Internet and included in one's own work must be cited and credited according to federal and state guidelines for fair and acceptable use.
10. The Canton Public Schools reserve the right to examine all data stored on, but not limited to, students' and staff members' terminals, network drives, hard drives, and communication software.
11. The Canton Public Schools will only authorize email accounts for staff members, teachers, and administrators. Students will not receive email accounts from the Canton mail server.
12. As staff members are town employees, all electronic mail is acknowledged as public record and therefore subject to the requirements of the Public Records Law. G.L. c.66.
13. Users that have obtained individual email accounts either from service providers, such as AOL or Microsoft, or from Internet based companies such as Yahoo or Hotmail, are solely responsible and liable for usage when accessing these accounts from within the CPS Network. All of the rules of the Canton AUP as outlined in the guidelines of usage on the CPS Network, apply to private email use from within the CPS Network.
14. The use of online chats, chat rooms, and commercial chat software such as Instant Messenger, for example, between students of the Canton Public Schools and any individual or group of individuals unauthorized by the classroom teacher or staff member, is strictly prohibited. Students involved in public or private online chats of any kind, are in violation of acceptable use.
15. Staff Members may use the proprietary "Instant Message" feature in the FirstClass email system only, unless specified chats utilizing commercial chat software are sanctioned for classroom use and enhancing the learning process.
16. Authorized use of chat rooms for educational purposes by students, i.e. communicating with experts or with students from around the world for educational projects, must receive approval from a classroom teacher or Canton Public Schools staff member, and must be monitored for safety and quality of use.
17. Personal identifying information, including student pictures, full names, addresses, and home telephone numbers should never be posted or communicated on the World Wide Web or the CPS Network, unless specific permission is sought from home by a classroom teacher or staff member.
18. Group photos, where individual students are not easily identifiable, are permitted.
19. In special circumstances with parent-signed release, student identifying information may be added to the Canton Public Schools web site.
20. Vandalism of any kind, physical or network related, is a violation of acceptable use.

Violation of any of the above guidelines for acceptable use may result in loss of access privileges, withdrawal of students from courses, disciplinary actions such as suspension or expulsion, and the involvement of law enforcement agencies.

The Canton Public Schools reserves the right to change or alter the Acceptable Use Policy at anytime.

