

INTERNET ACCEPTABLE USE POLICY

Educational Purpose

The Westborough Public School District offers Internet access for student use. Access to the school network and the Internet System is a privilege, not a right. This document contains the Acceptable Use Policy for student use of the Westborough Public Schools' Internet System.

1. Westborough Schools' Internet System has been established for a limited educational purpose. The term "**educational purpose**" includes classroom activities, career development and quality independent learning.
2. The Westborough Public Schools' Internet System has not been established as a public access service or a public forum. The Westborough Public School District has the right to place reasonable restrictions on material students' access or post through the system.
3. Students may not use the Westborough system for commercial purposes. This means that students may not offer, provide, or purchase products or services through the Westborough Internet System.
4. Students may not use the Westborough Public Schools' Internet System for political lobbying. Students may use the system to communicate with elected representatives and to express opinions on political issues.
5. Westborough Public Schools filters Internet content in compliance with the Children's Internet Protection Act.

Student Internet Access

1. All students will have access to the Internet information resources through their classroom, media center or computer lab.
2. Students who use email will do so only for educational purposes.
3. Students will promptly disclose to their teacher or other school employee any messages they receive that are inappropriate or make them feel uncomfortable.
4. Respect resource limits. Students will use the system only for educational and career development activities and quality, independent learning. Educational use will be given priority.

User Guidelines

The following uses of the Westborough Schools' Internet System are considered unacceptable:

- 1. Personal Safety**
 - a. Students will not post personal contact information about themselves or other people. Personal contact information includes home addresses, telephone numbers, etc.
 - b. Students will not agree to meet with someone they have met online.
- 2. Illegal Activities**
 - a. Students will not attempt to gain unauthorized access to the Westborough Network System or the System's Internet Access Provider.
 - b. Students will not attempt to disrupt the computer system.

- c. Students will not use the system to engage in any other illegal act, such as arranging for the purchase or sale of drugs or alcohol, or engaging in criminal activity, or threats of any kind.

3. System Security

- a. Students are responsible for their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no circumstances should students provide their password to another person.
- b. Students will 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.
- c. Students will not download or install any software.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages and e-mail.
- b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students will not post information that could cause damage or a danger or disruption to the educational environment.
- d. Students will not engage in bullying or personal attacks, including prejudicial or discriminatory attacks.
- e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are asked by a person to stop sending messages, they must stop.
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Students will not re-post a message that was sent to them privately without the permission of the person who sent them the message.
- b. Students will not post private information about a person or organization.

6. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works found on the Internet. Plagiarism is defined as taking the idea or writings of others and presenting them as if they were your own.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher or librarian.

- c. Any material that students obtain from the Internet and include in their own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through e-mail or new sources must also be credited as to sources.

7. Inappropriate Access to Material

- a. Students will not use the Westborough computer system to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature.) A special exception may be made if the purpose of student access is to conduct research approved by a teacher.
- b. If students mistakenly access inappropriate information, they should immediately tell their teacher or another District employee. This will probably protect them against a claim that they have intentionally violated this policy.
- c. If students' parents should instruct them that certain materials are inappropriate for them to access, the District fully expects that students will follow their parents' instructions.

Student Rights

1. Free Speech

A student's right to free speech applies to communication on the Internet. The Westborough Public School Network System is considered a limited forum similar to the school newspaper, and therefore the District may restrict a student's speech for valid educational reasons. The District will not restrict a student's speech on the basis of a disagreement with the opinions that a student is expressing.

2. Search and Seizure

- a. All data stored or transmitted on school computers may be and will be monitored, and Students have no right to privacy with regard to such data.
- b. Routine maintenance and monitoring of the District system may lead to discovery that students have violated this Policy or the law.
- c. An individual search will be conducted if there is suspicion that a student has violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District.
- b. In the event that there is a claim that a student has violated this Policy in their use of the District system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the building Principal or administrator.
- c. If the violation also involves a violation of other provisions of student handbook guidelines, additional restrictions may be placed on a student's use of the computer network.

Limitation of Liability

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service.
3. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
4. The District will not be responsible for financial obligations resulting from the unauthorized use of the system.

Personal Responsibility

When students are using the Westborough Public Schools' Computer Network System, they should understand that they leave "electronic footprints." Personal responsibility should always be considered. Unlimited use of the Internet is a privilege. Violation may result in denial of access to the network system. Consequences for violations of this policy are building-specific. This information is available upon written request.

We encourage and invite students to use the computer network to enhance their educational environment at the Westborough Public Schools.

Student Technology Responsible Use Policy

By using the Westborough Public School district technology resources students are agreeing to abide by the terms and conditions of this policy. The Westborough Public Schools (WPS) provides employees and students with access to the district-wide school network, which also serves as our gateway to the Internet, and school issued technology. The network has been developed for educational purposes. It is intended to assist in preparing students for success in life in the 21st century by providing access to a wide range of information resources and the ability to communicate with people throughout the world.

The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy, including circumventing firewalls, filters, or access controls and/or accessing forbidden or inappropriate material. The WPS utilizes and maintains a CIPA compliant content filter to reduce the risk of inadvertent exposure while recognizing that it will never provide assurance of complete filtering. To protect student privacy and ensure safety, the following guidelines are to be followed:

Responsible Use:

- I will use the Internet, network, and school devices for educationally relevant purposes.
- I will only use websites that are appropriate for student at my age level.
- I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet or make unauthorized copies of digital media.
- I will not use communication tools (e.g., e-mail, chat rooms, instant messaging, Facetime, Skype,

Snapchat, etc) without teacher and parent consent.

- I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.

Privileges:

- Using computers and the Internet at school and home is a privilege, and my teacher and the principal make the decision whether and when I may use it or not. If my behavior online is inappropriate, I may lose this privilege.

Manners and Respect:

- I will coordinate with teachers and/or librarians any large scale downloading and printing to prevent network slowdown and conserve resources.
- I will respect all school hardware and never load software or do anything to damage any equipment.
- I will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers. This includes personal social media accessed on school issued devices.
- I will not share my personal account information with anyone, use an account assigned to another user or leave the account open or unattended. I will not trespass, delete or tamper with anyone else's files, folders, applications, or work.
- I will promptly inform a teacher if any messages I receive are inappropriate.
- I will only use e-mail for school-related communication.
- I will not send or read e-mails, access personal accounts or games at inappropriate times, such as during class instruction.
- I will not promote cheating in any way.

Roles and Responsibility:

- I will bring my device to school every day.
- I will be responsible for having my device's battery charged and working.
- I understand that there will be consequences administered by the teacher and/or principal if I do not bring my charged device to class or if I violate any of the Responsible Use Policy rules.

Uses for Student E-mail:

E-mail can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their Gmail at least once per day.
- Teachers may send e-mail to their students to communicate reminders, course content, and pose questions related to class work.
- Students may send e-mail to their teachers with questions or comments regarding class.

- Students may send e-mail to other students to collaborate on group projects and assist with school classes.

Monitoring Use and Expectation of Privacy

At any time and without prior notice, WPS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. The district reserves the right to temporarily block any device suspected of interfering with the proper operation of the network, school, or district or of posing an immediate risk to people or property until it can be demonstrated that the issue has been resolved. Students using district devices can expect the same level of privacy as from their lockers and students using personal devices can expect the same level of privacy as from their phones.

Parent/Guardian Responsibility:

Monitor student internet and social media use at home. Contact a teacher if any questions arise. Parents/Guardians are encouraged to monitor their children's computer usage at home. When school issued devices are used at home it is recommended that they are used in a central location where supervision can be maintained. The student/family is responsible for the safety and condition of any district devices designated for their use. Violation of this policy could result in the revocation of all network access, detention or suspension from school, legal action by the authorities and/or other consequences as deemed necessary by the administration.

Liability

The Westborough 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 Westborough Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks. The Westborough Public Schools shall not be liable for any damage to or loss of personally owned equipment or data.