

Cambridge Public Schools Acceptable Use Policy

It is the policy of the Cambridge Public Schools that all technology used to access the Cambridge Public Schools network and to access the Internet will be used in a responsible, legal and ethical manner.

The Cambridge Public Schools computer network is established for a limited educational purpose, and has not been established as a public access service or a public forum. Accordingly, the Cambridge Public Schools has the right to place restrictions on the use of the system, and to require users to abide by system rules. While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure it is only used for educational purposes, and must be consistent with the academic activities of the Cambridge Public Schools and will be under the supervision of Cambridge Public School staff. By using the Cambridge Public Schools networked information resources, both student and adult users are agreeing to accept this policy.

Use of the Cambridge Public Schools networked information resources for any illegal or commercial activities is prohibited.

The Cambridge Public Schools uses a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and the Cambridge Public Schools cannot guarantee that students might not access an inappropriate site. It is the student's responsibility to report any inappropriate site to a teacher and return to the educational topic assigned.

Teachers, administrators and other school personnel who are using the Internet as part of their teaching may call the Cambridge Public Schools Management of Information Systems Department (MIS) to request that a specific site be blocked or unblocked. Such decisions will be made by those responsible for monitoring the CPS filtering system in consultation with appropriate school personnel.

Use of the Cambridge Public Schools computer network, including Internet access and email, is a **PRIVILEGE** and not a right. *It is important for all Cambridge Public Schools employees, students and the parents/guardians of students to understand that any violation of the Cambridge Public Schools Acceptable Use Policy may result in the loss of Internet, computer network and/or e-mail privileges, and/or disciplinary action, and/or prosecution under state and federal law.*

The Cambridge Public Schools makes no warranties of any kind, whether express or implied, for the services it is providing. The Cambridge Public Schools will not be responsible for any damage you suffer including but not limited to, loss of data, interruption of service, delays, non-deliveries, or mis-deliveries caused by any reason.

The Cambridge Public Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network, and use of any such information is at your own risk. The Cambridge Public Schools will not be responsible for financial obligations arising through the use of the network.

Responsible network users will not use the Cambridge Public Schools computer network, including without limitation Internet access and e-mail, for:

- (a) Commercial purposes of any kind
- (b) For political lobbying, although users may use the system to communicate with representatives and to express his/her opinion on political issues
- (c) For illegal activities
- (d) For posting, disclosing or otherwise disseminating personal contact information about themselves or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted
- (e) For posting, disclosing or otherwise disseminating student record information without the prior permission of a school administrator, and the prior written permission of the student's parent/guardian unless such disclosure or dissemination is permitted by Massachusetts student record regulations
- (f) For posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe
- (g) To harass or send offensive information to another person
- (h) For posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network.

Responsible network users will:

- (a) Never reveal personal information about any user, such as address, telephone number, credit card number, social security number, unless express written permission is granted; and student users will never agree to meet with someone they meet on-line without a parent/guardian's approval
- (b) Notify a system administrator of any security problems he/she identifies on the computer network
- (c) Be responsible for the use of their account at all times
- (d) Recognize that there is only limited privacy in the contents of e-mail, data or personal files on the network, and that the system is subject to routine maintenance, access and monitoring of messages and files may be conducted in appropriate circumstances
- (e) Promptly disclose to a teacher or school administrator any website that they locate or receive that is inappropriate or makes them feel unsafe
- (f) Not attempt to gain unauthorized access to the Cambridge Public Schools computer network or any other computer network or go beyond the user's authorized access, make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise

- vandalize, tamper with, destroy or interfere with the computer network, with programs, data, files or any other electronic information or devices
- (g) Honor the legal rights of software producers, network providers, copyright and license agreements
 - (h) Not use the system to access material that is profane or obscene (i.e., pornography), that advocates illegal acts, that advocates violence or discrimination toward other people (i.e., hate literature), or that is illegal (i.e., gambling).

Adopted by the Cambridge School Committee November 18, 2003
Finalized policy issued November 21, 2003