

## **ACCEPTABLE USE POLICY**

It is the policy of the Cambridge Public Schools that all technology used for the purpose of electronic communication, including without limitation, technology used to access the Cambridge Public Schools' network and to access the Internet and all electronic devices issued to staff and/or students by the Cambridge Public Schools (such as computers, telephones, etc.) will be used in a responsible, legal and ethical manner.

The Cambridge Public Schools computer network and electronic devices are established for a limited educational purpose, and have not been established as a public access service or a public forum. The Cambridge Public Schools has the right to place restrictions on the use of the computer system and all electronic devices it issues, and to require users to abide by system rules and School Committee policies, including but not limited to, the Cambridge Public Schools' Non-Discrimination Policy and Prohibition Against Sexual Harassment and the Cambridge Public Schools' Anti-Bullying Policy and to protect the confidentiality of student record information and personnel record information.

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, including those that contain material that is obscene, pornographic or harmful to minors. 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' computers, computer network, including Internet access and e-mail, and other electronic devices (such as cell phones and/or PDAs) 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 refusal to sign the Acknowledgement of Receipt of the Acceptable Use Policy and/or any violation of the Cambridge Public Schools Acceptable Use Policy may result in the loss of computer, Internet, computer network, other electronic devices 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 expressed 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.

It is the policy of the Cambridge School Committee and the Cambridge Public Schools that all transmission of electronic communications and storage of all information is subject to this Acceptable Use Policy, as applicable. All electronic information transmitted by, received from or stored is considered property of the Cambridge Public Schools and/or Cambridge School Committee, as applicable, and is subject to random, suspicionless monitoring, archiving and retrieval. It is important for all Cambridge Public School employees, students and parents/guardians of students to understand that there is no reasonable expectation of privacy with respect to the use of Cambridge Public Schools computer network, including Internet access and email and that there is no reasonable expectation of privacy with respect to the content of electronic communications made to or from the Cambridge Public Schools computer network, including Internet access and email no matter whose electronic communications equipment is used. The Cambridge Public Schools and Cambridge School Committee can and will monitor and investigate the use of email files, computers, hard drives and other electronic communications files, systems, devices and platforms regardless of whether accessed in school, in work or remotely if linked directly to the school district server.

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

- (a) for 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 threaten, humiliate, bully, harass, intimidate or send offensive information to another person or about another person
- (h) for posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network
- (i) for posting, disclosing or otherwise disseminating personnel record information without prior permission of a school administrator unless such disclosure or dissemination is permitted by federal or state law
- (j) for viewing, possessing, posting, disclosing, sending, sharing or otherwise disseminating sexually explicit digital pictures, text messages, emails or other material of a sexual nature on any computer, cell phone or other electronic device regardless of whether federal or state child pornography law is violated
- (k) for activities which disrupt the educational environment
- (l) for unethical activities, such as cheating on assignments or tests
- (m) for activities that invade the privacy of others
- (n) for personal use; in other words, the Cambridge Public Schools' network and electronic devices should only be used for business and/or school purposes
- (o) to engage in any other conduct which violates any Cambridge Public Schools' policy and/or the provisions of the Cambridge Public Schools Rights and Responsibilities Handbook or school-based rules in any way

- (p) not use or permit students to interact with any websites that require input of personal or student identifiable information (such as name, address, telephone number, email address, etc.) unless the use of such website has been approved by the Cambridge Public Schools Education Technology Department
- (q) to violate the provisions of M.G.L.c. 71, §37O, including its provisions of regarding bullying, cyberbullying and retaliation.

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 electronic devices and account at all times and never divulge his/her password for any device or account to anyone
- (d) recognize that there is no privacy in the contents of e-mail, data or personal files on any electronic device and/or the network, and that all electronic devices and the system are subject to archiving, routine maintenance, access and monitoring of messages and files may be accessed 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)

- (i) comply with the policies of the Cambridge Public School Committee and Cambridge Public Schools, including without limitation, its Non-Discrimination Policy and Prohibition Against Sexual Harassment, Non-Tolerance of Hate Crimes Policy and Anti-Bullying Policy in connection with the use of the computer network, computer system and email
- (j) use the same level of care, judgment and professionalism in communicating on the computer network, computer system and email as they would for other written communications of the school department, including without limitation those on school department or individual school letterhead
- (k) report any incidents or receipt of threats, humiliation, bullying, cyberbullying, retaliation, harassment, intimidation or offensive communications (whether via email, text message, social networking site or otherwise) in accordance with the provisions of the Cambridge Public Schools' Non-Discrimination Policy and Prohibition Against Sexual Harassment and the Cambridge Public Schools' Anti-Bullying Policy
- (l) when posting material in a distance learning course, ensure that the posted material is made available only for students officially enrolled in the course for which the transmission is made, whether such transmission of digital information is a distance education course or a supplement to a live course; ensure reasonable measures are implemented to prevent retention of works longer than the class session and prevent unauthorized dissemination of materials (i.e., use passwords, user and location authentication through Internet protocol checking, content timeouts, print disabling, and disabling the cut and paste tool), provide clear notice to students that the work is protected by copyright and only posted material that is lawfully made, acquired and part of a systematic mediated instructional activities for the class under the control or supervision of the instructor, used in a manner analogous to performances or displays in a live classroom and the amount of material used must be comparable to the amount used in a live classroom setting and not post any digital educational works.
- (m) ensure students are educated about appropriate online behavior, including interacting with other individuals on social networking sites, chatrooms and cyberbullying awareness and response