

**WATERVILLE PUBLIC SCHOOLS
25 MESSALONSKEE AVE.
WATERVILLE, ME 04901**

ELECTRONIC INFORMATION - K-12/ADULT-ED ACCEPTABLE USE POLICY

1. Guidelines on the Acceptable Use of Electronic Information Resources

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail, college and university libraries, information and news from a variety of sources and research institutions, software of all types, discussion groups on a wide variety of topics, and much more.

The following guidelines are intended to be helpful and provide a base from which district and school policies can be tailored. While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or inappropriate purposes avenues for reaching students, teachers, and others including parents.

The following represent some of the illegal and inappropriate uses that may occur:

- ◆ Using the network for commercial advertising
- ◆ Using any non-school supported email program, instant messaging programs or chat rooms
- ◆ Using copyrighted material in reports without permission
- ◆ Using the network to lobby for votes
- ◆ Using the network to access a file that contains pornographic pictures
- ◆ Using the network to send/receive messages that are racist
- ◆ Using the network to send/receive inflammatory messages
- ◆ Creating a computer virus and placing it on the network
- ◆ Using the network to send/receive a message with someone else's name on it
- ◆ Using the network to send/receive a message that is inconsistent with the school's code of conduct and mission statement
- ◆ Using the network to send/receive messages that are sexist and/or contain obscenities
- ◆ Using the network to provide addresses or other personal information that others may use inappropriately
- ◆ Using the network for sending and receiving a large number of personal messages
- ◆ Malicious or intentional damage to school- or state-owned equipment

**All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.*

Protection of users:

Waterville Public schools will make every attempt to protect the users from inappropriate material available on the Internet or World Wide Web. To this end Waterville Public Schools will employ filtering technology to prohibit inappropriate material from entering the school network. In addition, to ensure the safety of both students and staff, the use of any non-school supported email program, instant messaging program, or chat rooms is forbidden.

2. Electronic Information Resource Contract

We are pleased to announce that Internet, Maine-Net, e-mail and other school - or state-owned electronic information services are now available to students and teachers in the Waterville Public School System. The Waterville Public School System strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our school system. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Waterville Public School System will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network or school, or state-owned equipment to the system administrator. Misuse can come in many forms, but is commonly viewed as vandalism or any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document.

2. Acceptable Use

The use of my assigned account and school - or state-owned equipment must be in support of education and research and with the educational mission of the Waterville Public School System. I am personally responsible for this provision at all times when using the electronic information service.

- A. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- B. Transmission of any material in violation of any United States or other state organizations law is prohibited. This includes, all but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- C. Use of product advertisement or political lobbying is also prohibited.

3. Privileges

The use of the information system is a privilege not a right, and inappropriate use of school - or state owned-equipment may result in the cancellation of those privileges. The Waterville Public School System Technology Committee (operating under the aegis of the school board and the central office) will decide what is appropriate use, and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of the Waterville Public School System may request that the system administrator deny, revoke, or suspend specific user accounts and/or the use of school - or state-owned equipment. The school administration reserves the right to remove any messages or files that are deemed to be inappropriate.

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a) **BE POLITE!** Never send, or encourage others to send, abusive messages.
- b) **Use APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and our school system on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other kind of inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) **PRIVACY.** Do not reveal your home address or personal phone number or the addresses of students or colleagues.
- d) **ELECTRONIC FILES.** Electronic mail and files stored or transmitted, using school resources are not guaranteed to be private. The Network Administrator has access to all electronic information for the purposes of backups, records retention, and routine system monitoring. Messages relating to or in support of illegal activities must be reported to the authorities.
- e) **DISRUPTIONS.** Do not use the network in any way that would disrupt the use of the network by others.

5. Services

The Waterville Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Waterville Public Schools will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information via the information system is at your own risk. Waterville Public Schools specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another person's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy school - or state-owned equipment or the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to physical damage and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, reimbursement of costs of malicious or intentional damages, and legal referral.

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

ADOPTED: June 17, 2002; **REVISED:** 7/21/03; **REVISED:** 4/7/08

LEGAL REFERENCE:

SOURCE: Board Policy