

## JUNDBA ACCEPTABLE TECHNOLOGY USE POLICY

Staff and student use of technology in the Pentucket Regional School District is solely for the enhancement of teaching and learning. All staff and students are expected to acknowledge they have read this Acceptable Use Policy and the accompanying administrative procedures, updated as required, by signing the Acceptable Use Policy Agreement Form. Adherence to this policy and procedures is a condition for use of technology with the Pentucket Regional School District.

Acceptable Uses – Including but not limited to:

Staff and students must...

- Identify themselves in Internet communications
- Post/send only useful and appropriate information
- Only access their own account and keep their passwords private
- Only after their own work, unless they have permission from the owner
- Only use the email account provided by the Pentucket Regional School District while on the school network

(Pentucket email accounts may also be accessed at any time from outside the school network.)

Staff and students should...

- Check email frequently and delete old mail
- Take care in using humor, avoid sarcasm, and don't unreasonably criticize others
- Credit the original author when quoting someone else's work
- Remove their old files when they are no longer needed

Staff and Students must not...

- Engage in bullying, harassment, libel, or slander of any kind
- Use the Internet for commercial or political purposes
- Use the Internet to access sexually explicit or pornographic materials
- Use the Internet for illegal activities including, but not limited to, copyright violations and illegal distribution of software
- Give out their own or another individual's person information such as address or phone number
- Post audio, video or any material of or created by another student or faculty member without that individual's permission
- Engage in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Use equipment without permission
- After the configuration of school technology, except as educationally appropriate
- Download or install software of any kind
- Illegally copy software

### Sanctions

Network access is a privilege, not a right. The Pentucket Regional School District will review alleged violations of this Acceptable Use Policy. Violations could result in the following:

- Loss of access privileges
- Additional disciplinary action at the building level in accordance with student and staff handbooks.
- Referral to appropriate local, State and Federal Law enforcement agencies when appropriate
- Willfully damaging or compromising technology systems equipment or data may result in compensation to the district for the actual costs of the repair/restoration of such systems as the result of the damages

### Disclaimer of Liability

The Pentucket Regional School District denies responsibility for the accuracy or quality of information obtained from the Internet. The Pentucket Regional School District cannot guarantee that access will always be available and is not responsible for any damage a user suffers or for the loss of data obtained via the Internet.

## Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district's network. The Pentucket Regional School District also reserves the right to examine all data sent, received and/or stored on the district's network. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to seven years.

**Adopted:** November 15, 2011