

MIDDLEBOROUGH PUBLIC SCHOOLS
INTERNET AND NETWORK ACCEPTABLE USE POLICY
(For Staff)

I. ACCEPTABLE USE

The Middleborough Public School system provides Internet access for students and staff for educational purposes to transform teaching and learning. The Middleborough Public Schools expects that students and staff will use this access in a manner consistent with this purpose. The Middleborough Public Schools encourages the use of technology to assist staff and students with academic success, preparation for the workplace and lifelong learning therefore ensuring that students develop 21st century skills. Users are digital citizens and use information and technology in safe, legal, and responsible ways. Digital Citizens follow these guidelines:

Digital Citizenship-Respect

Respect yourself by selecting and posting appropriate names, images, and information online. Keep personal details (name, address, phone numbers), personal schedules, and contact information private.

Respect Others: Do not bully, stalk, or harass anyone. Abuse and inappropriate use of technology must be reported. Do not share personal account information with anyone, use an account that belongs to someone else, or leave your account open and unattended. Do not edit or delete files belonging to someone else. Do not post photos of any person without their express permission. Images of confidential materials such as test are prohibited.

Respect intellectual property by citing all sources including websites, books, and media produced by others, including graphics and music.

Digital Citizenship –Responsibility

Users are expected to be respectful and ethical. Each user represents Middleborough Public Schools and will communicate with language and gestures that are appropriate and not profane, racist, sexist, or discriminatory.

Digital Citizenship- Integrity

Access to the Internet, other electronic resources and the hardware is a privilege, not a right, and carries with it responsibilities for safe and respectful use.

Using district-owned technology equipment outside of the school day constitutes an extension of the school day, similar to a field trip or sporting event. Users are expected to adhere to rules outlined in the school and faculty handbook and district policies.

Because information technology is constantly changing, not all situations can be anticipated or addressed in a policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

See Nine Themes of Digital Citizenship for more information at http://digitalcitizenship.net/Nine_Elements.html

Middleborough Public Schools filters the Internet in compliance with the Children’s Internet Protection Act (CIPA). The combination of the filter, appropriate student use, and teacher supervision ensures safe

access to the Internet. However, we still cannot guarantee that your child will not find material on the Internet that may be considered objectionable. Student use of the network is restricted to educational purposes only. Personal electronic devices are subject to the same restrictions.

II. UNACCEPTABLE USE

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Middleborough Public Schools Internet Service.

- Using the Internet to bully. This includes bullying through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school in accordance with Chapter 92 of the Acts of 2010. Please see <http://www.mass.gov/legis/laws/seslaw10/sl100092.htm> and the Middleborough Public Schools Anti-bullying policy for a definition of bullying and more information.
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Overriding or circumventing the Internet filtering software;
- Using anonymous proxies to get around content filtering is strictly prohibited and is in direct violation of this agreement and CIPA.

III. BLOGGING/PODCASTING

The use of blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools.

IV. CARE OF EQUIPMENT

Users are responsible for the care of any physical technology equipment, including but not limited to tablets, cables, servers, computers and printers. Broken or damaged equipment should be reported to the technology office immediately.

Technology equipment should never be left unattended or in an unlocked locker.

Users should not loan technology equipment signed out to them to another student, teacher, friend or family member.

V. INTERNET SAFETY

Use of the Internet has potential dangers. Users are encouraged to visit the website of the Massachusetts Plymouth County District Attorney's Office regarding Internet safety. Internet Safety Tips are available online at <http://www.mass.gov/da/plymouth/protection/tipskids.html>.

VI. PRIVACY

- Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive.
- The Administration of the Middleborough Public Schools reserves the right to examine all data stored on district-owned storage media involved in the user's use of the Middleborough Public School System Internet or Network service.
- Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

VII. SOCIAL NETWORKING WEBSITES & CELL PHONE USE

The Middleborough Public Schools does not allow employees to improperly fraternize with students using Facebook and similar Internet sites or social networks, or via cell phone, texting or telephone. Employees may not list current students as "friends" on networking sites, "follow" students on sites like Twitter or have inappropriate contact with students via social websites, email or phone. All contact with students should be through the Middleborough Public Schools' email, school web site and telephone system. Employees will not post or send items with sexual content or images exhibiting or advocating the use of drugs or alcohol.

VIII. PUBLISHING ON THE INTERNET

The purpose of Middleborough Public Schools' website is to encourage and enhance teaching and learning and to provide accurate and timely information about Middleborough Public Schools. Materials posted on the District's website must reflect the high educational standards of Middleborough Public Schools.

Publishing Guidelines

1. Middleborough Public Schools web pages must have common elements of consistent form and quality content.
2. Individual teachers will review their students' material before publication for quality and completeness. All work must follow copyright laws.
3. The Middleborough Public Schools reserves the right to review all publications displayed on any Middleborough Public Schools website, and to modify the content of any and all such publications. All such publications remain the exclusive property of the Middleborough Public Schools.

Safety Procedures for Publishing on the Internet

1. Photographic images of students may be published on a Middleborough Public Schools' web page unless the student's parent/guardian, or, if the student is eighteen or older, the student has notified the building principal or his/her designee in writing that the student's image may not be used.
2. Team/club photos are acceptable only for middle or high school web pages.

- 3. No home addresses, telephone numbers or e-mail addresses of students will be posted.
- 4. No student shall be identified by his/her name.

* Middleborough Public Schools' name or logo may not be used on a personal website without permission of the superintendent.

IX. VIOLATIONS

Violation of this policy may result in immediate loss of use of the technology and/or disciplinary action up to and including legal action. Your signature on this document is legally binding, and indicates that you have read the terms and conditions carefully and understand their significance and consequences. This policy is further supported by the rules and regulations found in each school's student handbook and discipline policies.

PLEASE RETAIN THIS COPY FOR YOUR RECORDS. RETURN THE FINAL PAGE TO THE PRINCIPAL OF YOUR BUILDING.

Staff Internet and Network Acceptable Use Policy Return Form

(This form is signed once for the duration of your employment at Middleboro Public Schools unless there is a revision to the policy.)

I, _____, have read the Middleborough Public Schools' Internet and Network Acceptable Use Policy and agree to abide by its provisions. I understand that violations of this policy may result in disciplinary action.

Signature: _____ Date: _____

Building: _____

Position: _____

Approved

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