

Canton Public Schools Acceptable Use Policy (AUP) Cover Letter

The technology mission of the Canton Public Schools (CPS) is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers with Internet and Intranet access, non-networked computers, peripheral equipment, as well as other forms of technology, are made available for students and staff use. CPS Technology access, this includes, but is not limited to the CPS Network, the Internet, digital cameras, video cameras, interactive boards and printers, are available to the students and staff of the Canton Public Schools to the extent that it is appropriate. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities for both students and staff. CPS Technology access, for students and staff in Canton, is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district is providing access to the CPS Technology for educational purposes only. All users must conform to the terms and conditions established by the district. All students and staff within the Canton Public Schools must read and sign this policy; students must also have their parents and/or guardians read and sign the policy. The school district cannot provide access to any staff or student, who fails to sign and return the policy.

We ask that you take the time to read this AUP, and if you are a parent of a Canton Public Schools student, that you sit with your child and read the AUP, making sure to discuss the acceptable and unacceptable use policies.

We ask that you pay close attention to the types of technology that will be used within the Canton Public Schools, and that you review the attached vocabulary definitions to make sure that everyone understands them.

We also ask that you review the consequences that can occur should a staff member or a student choose to not use the technology appropriately.

If you have any questions regarding this AUP, please contact April Goran, Technology Integration Administrator for the Canton Public Schools, at gorana@cantonma.org or 781-821-5060 ext 1127.

Thank you,

The Canton Public Schools

Canton Public Schools Terms and Conditions for CPS Acceptable Use Policy

1. **Acceptable Use:** *All CPS Technology use must be consistent with the educational objectives of the district.*
 - a. CPS Network accounts shall be used only by the authorized owner of each account.
 - b. Password entrance to the CPS Network shall be maintained by the district.
 - c. Users that have obtained individual email accounts either from service providers, such as AOL or Microsoft, or from Internet based companies such as Yahoo or Hotmail, are solely responsible and liable for usage when accessing these accounts from within the CPS Network. All of the rules of the Canton AUP as outlined in the guidelines of usage on the CPS Network, apply to private email use from within the CPS Network.
 - d. Use of the CPS Network must conform to all state and federal laws, and Internet Service Provider (ISP) policies.
 - e. Users will be responsible for the appropriateness and content of public and private material transmitted or published on the CPS Network.
 - f. Downloading material from the Internet by students is permitted only with permission from the teacher.
 - g. Group photos, where individual students are not easily identifiable, are permitted.
 - h. In special circumstances with parent-signed release, student identifying information may be added to the Canton Public Schools web site.
 - i. The Canton Public Schools reserve the right to examine all data stored on, but not limited to, students' and staff members' terminals, network drives, hard drives, and communication software.
 - j. The Canton Public Schools will only authorize email accounts for staff members, teachers, and administrators. Students will not receive email accounts from the Canton mail server.
 - k. As staff members are town employees, all electronic mail is acknowledged as public record and therefore subject to the requirements of the Public Records Law. G.L. c.66. *Faculty must not include student last names in any electronic communication.*
 - l. Students are expected to practice the "Principles of Community" which encourage respectful and kind acts of communication at all times, especially when utilizing Canton's electronic and/or digital resources. Respect and protection of the integrity of the code of conduct are expected at all times.

2. **Unacceptable Use:** *All CPS Technology users must understand and adhere to the following guidelines.*
 - a. Attempts to gain unauthorized access to accounts on the CPS Network are not permitted.
 - b. Passwords must not be shared with any other user.
 - c. Attempts to gain access to restricted sites are prohibited. (The web filter used by the district shall be regularly updated to provide constant filtering of access capabilities.) *Any student/ staff member who attempts to bypass these restricted sites will lose their technology privileges.*
 - d. Users will be held liable for intentional destruction of CPS technology equipment (i.e. defacing laptops, stealing mice, etc.)
 - e. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening and obscene material, or material prohibited by trade secrets.
 - f. Users must not try to gain unlawful access to other computers, networks, or information systems for the purpose of "hacking" and/or deliberately uploading/downloading "viruses" or other harmful forms of programming or vandalism.
 - g. Modification of system or software settings on any computers/technology included on the CPS Network, without specific permission from Technology staff, is prohibited.
 - h. Users shall not use the CPS Network for objectionable purposes including, but not limited to the following: interaction with strangers, improvisation, harassment, financial gain or political lobbying.
 - i. Downloading objectionable materials/software is strictly prohibited.
 - j. Works found, created or saved on the CPS Network must not be plagiarized, i.e. taking the ideas/writings of others and presenting them as one's own.
 - k. On-line chats and social networking sites of a non-educational nature (including instant messaging) are prohibited.
 - l. CPS students and staff will not use school resources to post, manage or update personal web pages.
 - m. Sharing of electronic files, for an assignment, project, homework, etc., without the permission of the teacher and/or student, is prohibited and will be considered cheating. Action will be taken in accordance to the student handbook.
 - n. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying in the Canton Public School District.

As referred to in this AUP, "harassment, intimidation, bullying or cyberbullying" means any written, verbal or physical act, or any electronic communication including, but not limited to, one shown to be motivated by a student's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, physical, mental, emotional, or learning disability, gender, gender identity and expression, or other distinguishing personal characteristic, or based on association with any person identified above, when the written, verbal or physical act or electronic communication is intended to:

- (i) Physically harm a student or damages the student's property; or*
- (ii) Substantially interfere with a student's educational opportunities; or*
- (iii) Be so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*
- (iv) Substantially disrupt the orderly operation of the school.*

Violations of any kind will be handled immediately in correlation to the District's or host school's disciplinary code.

3. **Security:** *The district will take measures to provide both network and personal security for its users.*
 - a. All users will sign-on to the CPS Network with a unique user name and password.
 - b. CPS Network accounts are to be used only by authorized users for authorized purposes.
 - c. A filter shall be used by the district to restrict web site access.
 - d. Users shall not gain or seek information, obtain copies of or modify files or passwords to gain unauthorized access to district files.
 - e. Users, including students, are required to notify their teacher or school representatives whenever encountering information or messages that are dangerous, inappropriate, or make the user uncomfortable.
 - f. When using electronic mail, chat rooms, and other forms of electronic communications, users must not transmit names, photos, or other personal information to strangers.
 - g. The Canton Public Schools will monitor Internet usage through several means, including the following: classroom teacher supervision, presence of other district staff or periodic technological means.

4. **Filtering:** *The Canton School district will use Internet filters, as well as provide supervision of student CPS Network use, as measures to restrict and monitor network activity on all its computers.*
 - a. In the event that a user encounters a web site or link that is inappropriate, this should be reported to the teacher/principal immediately. **DISCLAIMER: Pursuant to the Children's Internet Protection Act, the Canton Public Schools uses CIPA compliant content filtering software to screen Internet sites for offensive material. There are millions of pages of content on the Internet. Users are cautioned that many of these pages contain offensive material including, but not limited to categories of, Adult content, Nudity, Sex, Gambling, Violence, Weapons, Hacking, Personals/Dating, Racism/Hate, and Illegal or Questionable material. It is difficult to avoid at least some contact with elements of this material while using the Internet. No filtering software is 100% effective and it is possible that the software could fail in certain instances or be unsuccessful at limiting objectionable content based on keywords of the material and how it may be embedded or hidden in a legitimate looking URL. Student and Staff Authorized Users access the Internet at their own risk.**

5. **Liability:** *The Canton School District makes no warranty of any kind, neither expressed nor implied, for the CPS Technology access provided.*
 - a. The district will not be responsible for any damages one may suffer, including, but not limited to: loss of data or interruption of service.
 - b. The district will not be responsible for the accuracy or quality of information obtained.
 - c. The district will not be responsible for financial obligations or harm resulting from personal contacts arising through the use of the CPS Network. All users shall assume full liability: legal, financial, or otherwise, for their actions.

6. **Privacy:** *CPS Technology access is provided as a tool for education.*
 - a. The district reserves the right to monitor, inspect, copy, review and store any and all usage of CPS Technology at any time and without prior notice.
 - b. All such information is and will remain the property of the school district and no user shall have any expectation of privacy regarding such material.

7. **Failure to Follow Policy:** *CPS Acceptable Use Policy applies to all users of the network facilities and technology within our school district.*
 - a. Staff and students who fail to follow the policy shall be subject to disciplinary action that may result in the loss of CPS Technology privileges.
 - b. All violations of the CPS Acceptable Use Policy shall be referred to the building principal. Sanctions will be consistent with existing disciplinary codes.

8. **Netiquette:** *All users are expected to abide by the generally accepted rules of Internet etiquette (netiquette).*
 - a. Appropriate language is expected at all times.
 - b. Engaging in illegal and unethical activities is prohibited.
 - c. Users must be considerate of others when conducting permissible downloading of material during "peak user time" in the district.
 - d. Respect the privacy of others.
 - e. CPS Technology access may not be used to make or distribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

AUP Definitions:

- 1) **Network:** *a* : an interconnected or interrelated chain, group, or system <a *network* of hotels> *b* : a system of computers, peripherals, terminals, and databases connected by communications lines
<http://www.merriam-webster.com/>
- 2) **Download:** *n* :an act or instance of downloading something; *also* : the item downloaded
<http://www.merriam-webster.com/>
- 3) **Upload:** *vt*: to transfer (as data or files) from a computer to the memory of another device (as a larger or remote computer) <http://www.merriam-webster.com/>
- 4) **Website:** *n*: a group of World Wide Web pages usually containing hyperlinks to each other and made available online by an individual, company, educational institution, government, or organization
<http://www.merriam-webster.com/>
- 5) **Web Filter:** A Web filter is a program that can screen an incoming Web page to determine whether some or all of it should not be displayed to the user. The filter checks the origin or content of a Web page against a set of rules provided by company or person who has installed the Web filter. A Web filter allows an enterprise or individual user to block out pages from Web sites that are likely to include objectionable advertising, pornographic content, spyware, viruses, and other objectionable content. Vendors of Web filters claim that their products will reduce recreational Internet surfing among employees and secure networks from Web-based threats.
http://searchsecurity.techtarget.com/sDefinition/0,,sid14_gci1093128,00.html
- 6) **Hacking:** Is the practice of modifying computer hardware and software to accomplish a goal outside of the creator's original purpose. <http://www.wisegeek.com/what-is-a-computer.htm>
- 7) **Instant Messaging:** *n*: a means or system for transmitting electronic messages instantly
<http://www.merriam-webster.com/>
- 8) **CIPA:** The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. Information take from : <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Faculty Acceptable Use Policy

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Violation of any of the above guidelines for acceptable use may result in loss of access privileges, disciplinary action, suspension of employment, and/or the involvement of law enforcement agencies.

The Canton Public Schools reserves the right to change or alter the Acceptable Use Policy at anytime.

Terms and Conditions of the CPS Technology Acceptable Use Policy:

By signing the CPS Technology Acceptable Use Policy, you are agreeing not only to follow the rules in this policy, but also, agreeing to report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

Faculty Printed Name: _____

Faculty Signature: _____

Position: _____

Date: _____

School Location: *(Please check what building you work in, if you work in multiple buildings, please sign one for each building)*

- _____ Rodman Early Childhood Program
- _____ Luce
- _____ JFK
- _____ Hansen
- _____ Galvin Middle School
- _____ Canton High School
- _____ District/Central Office (Rodman Building)