

## STUDENT ACCEPTABLE USE POLICY COMPUTERS AND INTERNET

The purpose of school computers and the school Internet connection is to further educational goals. All students should keep in mind that when they use computers and the Internet, any actions taken by them as individuals reflect upon the Sudbury Public Schools as a whole. These guidelines are provided so that students are aware of the responsibilities they are about to acquire.

The network connection, e-mail system, all software and hardware are the property of the Sudbury Public Schools. The use of these components is a privilege, not a right, which may be revoked at any time for inappropriate use.

Sudbury School District Administrators will deem what is inappropriate use. In addition, the network administrators may close an account at any time as required. The administration, faculty, and staff of the Sudbury Public Schools may request the network administrators to deny, revoke or suspend specific user accounts. **Files stored on the Sudbury Public Schools' servers, and student activity while using District Technology is not private.** The Sudbury Public Schools monitors the online activities of all students in order to support appropriate online behavior. Students must remember that anything sent via the internet or district intranet, is not private and its future use by others in the district or outside the district, cannot be controlled.

Sudbury Public Schools reserves the right to examine all data stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and in compliance with the Children's Internet Protection Act (CIPA). To conform with CIPA, the Sudbury Public Schools filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials.

All use of Sudbury Public Schools' computers must adhere to these terms and conditions of acceptable use (This Policy is not all-inclusive. Sudbury Public Schools reserves the right to notify a student of any other impermissible action regarding the use of the computer or Internet. Due to the rapid evolution of technology, this Policy will need periodic review.):

- Proper etiquette is expected of all users of Sudbury Public Schools Internet access. Students are expected to be courteous and use appropriate language. Students will not deliberately cause the loss of other users' work or damage to any of the District's systems;
- Students may not engage in any illegal activities on district equipment;
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network;
- Students should not share passwords associated with the use of the network;

- Students will not reveal their personal address or phone numbers or those of other students;
- If a student notices any suspicious or unusual activity while using the computer, particularly the Internet, it should be reported immediately to the supervising or appropriate staff member;
- While using the Internet, no student shall utilize this resource to perform any act that can be construed as illegal or unethical;
- Use of inappropriate language can result in suspension of computer and Internet privileges;
- The Sudbury Public School system disapproves of illegal copying and distribution of software. Any student who is found transferring such material shall have their use of the computer suspended immediately;
- Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours; and
- Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright.

If a work contains language that specifies appropriate use of that work, the expressed requirements should be followed. If a student is unsure whether a work can be used, the student should ask a teacher.

All aspects of Policy 4.5.6, Anti-Bullying Policy for Students, especially those associated with cyber-bullying, are incorporated into this Acceptable Use Policy.

Cyber-Bullying, which also includes the creation of a web page or blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author or posted content or messages, is prohibited. This includes such behavior when using computers, electronic devices or other means of technology owned, leased or used by the school and such equipment and technology not owned by the district and residing outside the district. Violations of this shall result in discipline consequences as outlined in the Student Code of Conduct and will be reported to local police if we believe that criminal charges may arise from such behavior.

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