

The Ware School Committee hereby establishes this policy concerning the acceptable use of technology in the Ware Public Schools:

**STUDENT USE  
ACCEPTABLE USE OF TECHNOLOGY**

**NETWORK**

1. To use the Ware Public School System's network to promote the exchange of information that furthers education and research, and to be consistent with the mission of the Ware Public School System.
2. To use the equipment and system in a manner that respects the rights and property of others and not to improperly access, misappropriate or misuse the files, data or information of others.
3. To use the Ware Public Schools network to communicate and exchange for professional development, for research and instruction, and any other activities which support and further the Ware Public Schools goals and objectives. All files and resources on the network are the property of the Town of Ware/Ware Public Schools.
4. To efficiently use the network resources to minimize interference with others.
5. Not to use any of the Ware Public Schools network for profit or commercial business use, personal (non-school based), political or religious purposes, illegal activity, or to send material that is offensive or objectionable to recipients.
6. Not to use programs that harass other users or infiltrate a computing system and/or damage the software components.
7. It shall not be a violation of the Acceptable Use of Technology Policy for Network Administrators to access and review web sites or files or messages or other computerized information or data to verify use or access by students. Network Administrators are authorized to remove files, mail, materials or programs that violate this policy.
8. Computer logs showing internet activity and computer control sheets shall normally be maintained by the School District for a ninety (90) day period. After such time, those documents will normally be discarded. School Administrators and/or Network Administrators may elect to keep certain documents beyond the ninety (90) day period in the event they relate to an ongoing investigation or litigation (or potential litigation) or for other appropriate reasons.

**SECURITY**

1. To change passwords regularly, using combinations of letters and numbers, and avoiding standard English words and names.

2. Not to share the account with anyone or leave the account open or unattended. Users who provide their confidential password or account information to another or use another user's password or account shall be subject to disciplinary action on that basis and may also be held responsible for any improper activity conducted using his/her password.
3. Users will keep all accounts and passwords confidential and not accessible to others. All computer lab users must sign-in at each computer and print their name; time-in and time-out on the designated computer log sheets.

## **SOFTWARE**

1. Not to install copyrighted software, shareware, games or files for use on school system computers or on personal equipment used for school access. Software installations can only be performed by authorized system administrators or designated school personnel.
2. Duplicating copyrighted software, files or information is prohibited.

## **HARDWARE**

1. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration and may subject person(s) responsible to civil liability and/or criminal prosecution.
2. The use of portable school equipment and school laptops must be consistent with the conditions set forth in this policy. There shall be a record maintained by the main office at each school of all equipment which is authorized to be removed from the building and the person taking the equipment shall sign the log verifying the equipment taken, the purpose for removing the equipment from school grounds, the date and time of the removal and the date and time the equipment was returned. The Building Principal or designee shall sign the log confirming the authorization for the removal.

## **INTERNET SAFETY**

1. The Ware Public Schools filters Internet content in compliance with the Children's Internet Protection Act. The Ware Public Schools Internet filter is intended to restrict minors' access to inappropriate or harmful material. No filter is 100% effective.
2. The Internet filter(s) may be temporarily disabled by an authorized system administrator for use by a person to enable access for bona fide research or other lawful purposes consistent with this policy. Reactivation of all filters will immediately follow said research. Prior to deactivation, written approval must be obtained from the building administrator.
3. Users are not to access any obscene, pornographic or otherwise inappropriate Internet and web material.
4. Users are not to subscribe or use listserv, bulletin boards, chat rooms, hot mail, web mail, instant messenger or any other form of electronic communications outside of those services approved by the school system.

5. Any attempt to harm, alter, remove or destroy equipment, materials, data or programs is prohibited. "Hacking" and other unlawful online activities are prohibited.
6. Disclosure, use and dissemination of personal information are prohibited. Users are not to give out any personal information about themselves or others, e.g. name, address, phone numbers, passwords.
7. All internet access on school premises must connect through the school system's network and internet filter.

### **Recommended Practices for School and Home**

1. Take precautions to prevent viruses on personal equipment and the Ware Public School System's equipment. Examples of good practice include:
  - maintain updated antivirus software
  - scan floppies and external media sources before access
  - open emails from trusted sources only
  - do not propagate chain letter emails
  - use discrimination when accessing list serves and websites
  - make back-up copies of documents which relate to school work or work for the district
2. If inappropriate information is mistakenly accessed, notify a teacher or school staff member immediately.
3. Monitor file directories and delete obsolete files.

Misuse or damage to technology equipment, software, access, data and/or other technology equipment, property or resources, shall subject a user to disciplinary action up to and including expulsion from school. The user will also be liable for full restitution for any damage, including costs of materials and labor including the cost of restoration of any lost data. The student may also be subject to criminal prosecution.

*Interpretation, application, and modification of this Acceptable Use Of Technology Policy is within the sole discretion of the Ware Public School System. Any questions or issues regarding this policy should be directed to the Ware Public School System Administration. **Violation of any condition of use described here or in the Student/Parent Handbook shall be cause of disciplinary action up to and including expulsion for a student.***

Adoption Date: October 2, 1997

Revision Date/1<sup>st</sup> Reading: June 11, 2003

2<sup>nd</sup> Reading/Adoption Date: June 25, 2003

Revision Date/1<sup>st</sup> Reading and Adoption: August 31, 2005

**WARE PUBLIC SCHOOLS  
STUDENT ACCESS RELEASE AND AUTHORIZATION FORM**

As a condition for using the Ware Public School System network, I understand the use and access to public networks, i.e. the Internet, is a privilege, and agree to the following:

1. The Ware Public School System has the right to review material stored on any system provided by the School System and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.
2. All information and services available on the Internet and school networks are placed there for informational purposes. I use them at my own risk.
3. The Ware Public School System does not warrant the function of its school network or any of it accessible to meet any specific requirements that I may have, or that it's school network will be error free or uninterrupted. The Ware Public School System is not liable for any damages incurred in connection with the use, operation, or inability to use its school network.
4. In consideration for using and having access to public school networks, I hereby release the Ware Public School System and its officers, employees and agents from any claims and damages arising from my use, or inability to use its school network.
5. I have read and agree to comply with the Acceptable Use Of Technology Policy and the District School Committee policy. I also understand that any violation of the regulations constitutes improper conduct and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

**Student Name:** *(please print)* \_\_\_\_\_ **School:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT OR GUARDIAN**

*(If you are under the age of 18 a parent or guardian must also read and sign this agreement).*

As the parent or guardian of this student, I have read the Acceptable Use Of Technology Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. The Ware Public School System has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the Ware Public School System to restrict access to all inappropriate materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to create an account for my child and certify that the information on this form is correct.

**Parent or Guardian Name** *(please print)* \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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