

## **Computer Network, Internet, and Email Acceptable Use Policy**

The Hampden-Wilbraham Regional School District Technology Network, which includes access to the World Wide Web and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Hampden-Wilbraham Regional School District intends to utilize this computer network, along with all of its other educational resources, to fulfill its ultimate goal of preparing students for success in life and work. To this end, the computer network will be used to facilitate communication between and among students, staff and parents, enhance productivity, assist staff members in upgrading and acquiring skills through a broader exchange of information, and to provide information to the community including parents, government agencies and businesses. The computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

### **Rules**

The following rules apply to the use of the Hampden-Wilbraham Regional School District computer network.

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Hampden-Wilbraham Regional School District. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Hampden-Wilbraham Regional School District and the applicable provisions of any governing collective bargaining agreement. Users should also be aware that violation for these rules that constitutes a crime may also result in criminal prosecution.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
  - a. Placing unlawful and/or inappropriate information on a system.
  - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet for access for any other personal use, without prior permission.
  - e. Participating in other types of use which would cause congestion of the network to interfere with the work of others.
  - f. Using the network in a manner that would violate any U.S. or state law. This includes, but it is not limited to, copyrighted material, threatening material and spreading of computer viruses.
  - g. Accessing or transmitting materials that are obscene, sexually explicit, or pornographic and accessing any prohibited sites on the Internet.
  - h. Revealing one's own personal address or telephone number.
  - i. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
  - j. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
  - k. Attempting to harm, modify or destroy data of another user.
  - l. Exhibiting any other action, whatsoever, which would in any way subject the user of the Hampden-Wilbraham Regional School District to any civil or criminal action.
  - m. Discussing highly sensitive or confidential school department information in email communications.
  - n. Using the Hampden-Wilbraham Regional School District technology network to buy, sell, or advertise anything.

- o. Accessing discussion groups or “chat rooms”, or engaging in any other form of online conversation or communication whose purpose is not primarily educational.
    - p. Using the Hampden-Wilbraham Regional School District technology network for gambling.
    - q. Using the Hampden-Wilbraham Regional School District technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
    - r. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
    - s. Using the computer network for recreational purposes or activities relating to personal hobbies.
    - t. Installing software or data on the computer network without first having the information scanned by the computer technology coordinator for viruses or other incompatibility.
3. Except as otherwise provided in the applicable collective bargaining agreement, the Hampden-Wilbraham Regional School District assumes no responsibility for:
  - a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
  - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
  - c. Any cost, liability, or damages caused by a user’s violation of these guidelines.
  - d. Any information or materials that are transferred through the network.
  - e. Any other inappropriate use of electronic resources of Hampden-Wilbraham Regional School District.
4. The Hampden-Wilbraham Regional School District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Hampden-Wilbraham Regional School District shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of Hampden-Wilbraham Regional School District. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network’s back-up files. While the Hampden-Wilbraham Regional School District does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. By participating in the school district’s computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement in response to proper requests, or to other third parties in the context of proper requests in the course of litigation without prior consent of the sender or receiver.
6. The Hampden-Wilbraham Regional School District strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. The Hampden-Wilbraham Regional School District reserves its right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user’s inappropriate use of electronic resources.
8. All system users are responsible to notify their teacher, or a system or building administrator, upon discovery of a security breach, information or messages that are dangerous, inappropriate or make them feel uncomfortable.

*Hampden-Wilbraham Regional School District*

**Computer/Network/Email Access Release Authorization Form**

As a condition for using the Hampden-Wilbraham Regional School District networks, I understand that the use and access to public networks, i.e. the Internet, is a privilege, and agree to the following:

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

I have read the Acceptable Use Policy and agree to promote this agreement with the student, because the student use may vary for individual work or in the context of another class. I cannot be held responsible for the student use of school networks. As the sponsor teacher I do agree to instruct the student on acceptable use of the Internet and proper network etiquette.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Password: \_\_\_\_\_

*(Use a combination of letters & numbers that are at least 6 characters long)*

***Return completed forms to your school principal's office***

School Copy \_\_\_\_\_

Superintendent's Office \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_