

TECHNOLOGY ACCEPTABLE USE POLICY **(Revised 2004)**

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with anyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of these guidelines, as well as the consent form for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The primary purpose of the Quincy Public Schools (QPS) Internet Connection is to support and enhance the school system's educational program. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the QPS Internet Connection for other purposes shall immediately be told to disconnect. In addition, people connecting to the QPS Internet Connection from remote locations, such as homes, must follow the guidelines and purposes stated in this policy. Failure to abide by these regulations shall result in suspension of their Quincy Public Schools Internet privileges.

Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school time, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The Quincy Public Schools strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through the Internet, and/or whose accounts are found to contain such illegal files, shall immediately have their Internet accounts and privileges revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

It is a policy that all computers and electronic devices used in the Quincy Public Schools are to be used in a responsible, efficient, ethical and legal manner. Specifically, failure to adhere to the policy and guidelines for the use of the QPS Internet Connection, as described below, will result in the revocation of access privileges.

Unacceptable use of QPS Internet Connection and electronic devices includes but is not limited to:

- Violating individuals' right to privacy.
- Using profanity, obscenity or other language that may be offensive to others.
- Reposting personal communication without the author's prior consent.
- Copying commercial software in violation of copyright laws.
- Using the network for financial gain, commercial activity or any illegal activity.

Because access to the Internet provides connections to other computer systems located throughout the world, users (and parents of student users) must realize that neither the Quincy Public Schools nor any district staff member control the content of the information available on the Internet. Some of the information available is controversial and, sometimes, may be offensive. The Quincy Public Schools does not condone such materials. In an effort to limit access to such offensive material, a filtering program will be put in place. Staff will also monitor all student use.

QPS Internet Connection Acceptable Use Policies:

Use of the Internet is free to users.

It is a privilege to use the Internet facilities.

A responsible user of the QPS Internet Connection may have access as long as the user is a staff member or a student of the Quincy Public Schools.

A responsible user may:

Use the Internet to research curriculum projects.

Use the Internet to send electronic mail (e-mail) to other users, within the guidelines written below.

Use the Internet to explore areas of interest within the QPS curriculum.

Use the Internet under the supervision of QPS staff to enter non-specific personal data (e.g. age, gender) in order to access educational information.

A responsible user may NOT:

Use the Internet for any illegal or inappropriate purpose.

Use impolite or abusive language, or access obscene or pornographic materials.

Violate the rules of common sense or etiquette.

Delete or alter computer files that do not belong to the user.

Send or receive material that would violate the copyright and/or trademark laws of the United States.

Share a password, when issued, with anyone.

Vandalize the Internet system. (Students will be legally liable for any damage they might create.)

Send messages that are likely to result in the loss of recipients' work or systems, send "chain letters," or "broadcast" messages to lists or individuals.

Create conditions which cause congestion of the networks or otherwise interfere with the work of others.

Enter any information that may be used to specifically identify the student (e.g. name, address, date of birth, social security number) without the approval of QPS professional staff.

Electronic Mail (E-Mail) Use (when available)

The person to whom an e-mail account is issued may use the Internet to send mail (e-mail) to other users.

The holder of an e-mail account is responsible at all times for its proper use.

Users of QPS e-mail Internet Connection are advised to change their password frequently.

Users must not give a password to another user.

The Quincy Public Schools reserves the right to examine all data stored in local machines, on servers, and on disks in the Internet link to make sure that all users are in compliance with these regulations.

By signing this Acceptable Use Policy, you acknowledge that you:

Understand the policies and procedures of the QPS' Acceptable Use Policy.

Realize that, if the rules are broken (or if you develop a record of unacceptable behavior in the library media center or classroom), that your Internet Access Privilege will be canceled.

Realize that there will be no second chances once privileges are denied.

Understand the foregoing list is not all-inclusive and that QPS reserves the right to notify a user of any other impermissible action regarding the use of the internet.

Acknowledgements: Sections of this document were adapted from the Internet Acceptable Use Policy of the South Shore Educational Collaborative which also acknowledged:

*The Net: User Guidelines and Netiquette,
Arlene Ranaladi, Florida Atlantic University, The Lexington Public Schools Acceptable Use Policy,
Lexington, Massachusetts, The Bellingham Public Schools District Internet and E-Mail Rules, Bellingham, Massachusetts*

**QUINCY PUBLIC SCHOOLS
STUDENT SIGNATURE AND PARENTAL CONSENT FORM**

Student's Last Name

First

Middle

School Name

Teacher's Name

I have read the Acceptable Use Policy in the Student Rights and Responsibilities Handbook. I realize that the primary purpose of the QPS Internet Connection is educational, and that as such, educational purposes shall take precedence over all others. I know that if I follow the stated policies, I may have access to the QPS Internet Connection. I understand that if I lose my Internet Connection privileges, there will be no second chance.

I release the Quincy Public Schools and all other organizations related to the QPS Internet Connection from any liability or damages that may result in any way from my use of the Internet Connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Students' Signature

Date Completed

Parental Consent (for Students under 18 years of age)

I have read the QPS Acceptable Use Policy in the Student Rights and Responsibilities Handbook. I understand the policies and parameters outlined in the document. The Quincy Public Schools has my permission to allow my child to have access to the Internet through QPS' Internet Connection. (If a student is too young to read the Acceptable Use Policy, please provide assistance. The purpose of the Acceptable Use Policy is to provide information not to exclude anyone.)

Student's Last Name

First

Middle

Parent or Guardian Signature

Date Completed

**Quincy Public Schools
Staff Internet Use Form**

Last Name

First

Middle

I have read the Acceptable Use Policy. I realize that the primary purpose of the QPS Internet Connection is educational, and that as such, educational purposes shall take precedence over all others. I know that if I follow the stated policies, I may have access to the QPS Internet Connection.

I release the Quincy Public Schools and all other organizations related to the QPS Internet Connection from any liability or damages that may result in any way from my use of the Internet Connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Signed _____ Date _____