# MAYNARD
## PUBLIC SCHOOLS

**Administrative Regulation: #603.1**

# Computer Acceptable Use

**Rules Regarding Acceptable Use**
The following rules are the direct result of applying the principles above and are not meant to be an exhaustive list. Ultimately good manners, common sense, and respect for others are excellent guides for proper conduct and productive use of the environment.

**Enforcement**
The Superintendent or his/her designees shall be responsible for disseminating and enforcing policies and procedures.

**Personal Safety**
- Posting, publishing, or otherwise making personal information regarding yourself or others publicly available is prohibited.
- Promptly report to a teacher or school administrator any email, instant message, or other communication that you feel is inappropriate or makes you feel uncomfortable.

**Personal Devices**
- Staff and students may bring their personal -devices to school and connect them to the school network provided that they can demonstrate that their devicehas adequate security protection measures and poses no threat to the network and that they agree to allow district Information Technology support personnel access to their personal device and/or peripheral devices for inspection if there is any reason to believe it is being used inappropriately or that it poses a threat to the network environment. Devices that are being used inappropriately or are found to be threatening the network will be disconnected from the network and banned from further connection.

**Illegal Activities**
- The actual or attempted unauthorized use of data or communication networks, computers or network equipment, and data or files may be illegal and is forbidden.

- For-profit use of school resources is forbidden, and the computer network environment is no exception.

**Security Responsibilities**

- Users shall be responsible for the use of accounts issued in their name. If you believe that your account password has been compromised, please report it to appropriate district IT support personnel immediately.
- Passwords are confidential. All passwords shall be protected from disclosure by the user and not shared, published, or displayed.
- Immediately report the inadvertent access of inappropriate material.

**Privacy**

- Respect the privacy of others at all times.
- Do not attempt to learn, guess, or acquire another user's password or attempt to access the files, data, or email of other users.
- Do not impersonate others or misrepresent yourself to others in this or other network environments.
- Files, data, documents, and email stored on servers owned or contracted by the district are subject to the same privacy and search policies as physical documents located on school grounds.
- There should be no expectation of privacy for electronic data, files, documents, and communications created and/or stored on servers owned or contracted by the district.
- Files, data, documents, and email created or stored using resources owned or contracted by the district are subject to legal discovery and document retention policies.

**Academic Honesty & Conduct**

- All restrictions against inappropriate language, conduct, and harassment apply to public messages, private messages, and material posted on web pages.
- In accordance with the Child Internet Protection Act (CIPA), The Maynard Public School District employs CIPA compliant content filtering. Users shall not attempt to bypass or disable any content filtering or access control mechanisms.
- Academic Honesty policies regarding plagiarism, copying, cheating, etc. apply in all aspects of academic life including the computer network environment.
- Be courteous and truthful in online interactions with others.
- Academic use of computers and equipment has priority over recreational use.

**Protecting and Maintaining the Environment**

- Please treat all computer and network equipment with care.
- No eating or drinking while using computers.
- Report all operational problems with equipment and software.
- Report any missing or damaged equipment immediately.
- To minimize the risk of violating software licensing agreements, inadvertently introducing malevolent software, or increasing the technical administrative burden by causing unforeseen failures elsewhere in the environment, the modification of currently

installed software as well as the installation of additional software is to be performed by an authorized technical administrator or their designees only.
- Due to privacy, security, and network performance considerations, participation in peer to peer networks is prohibited.

**District Response to Infractions**

- Deliberate attempts to degrade or disrupt system performance or operations are violations of District policy and may constitute criminal activity under applicable state and federal laws.
- Vandalism shall result in the cancellation of system privileges and shall require restitution for costs associated with replacing hardware, reconfiguring software, and restoring lost data.
- The District will cooperate fully with local, state, or federal officials in any investigations relating to concerning misuse of the District's network.

**Statement of Liability:**

- The Maynard Public School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.
- The Maynard Public School District shall not be liable for lost work or time that may arise from the use of the network environment.
- The Maynard Public School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

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