

**Acton-Boxborough Regional School District
Acceptable Use Policy
Computers, Internet, and Other Technology**

Secondary School Version

Note: Read the following guidelines carefully; violation of these rules will result in loss of network/computer privileges for a period of time commensurate with the offense. Students will also be held responsible for damage they will cause and will be subject to school rules regarding damage to property.

1. Acceptable Use

The computers in the district are provided as educational tools for students, staff, and community users. The purpose of the district's networking infrastructure is educational. Class and course-related use will take priority and any non-educational use, including exploring Internet resources of personal interest, will be dependent on availability of computers and network capacity.

Students using computers in the school are expected to cooperate with the staff members supervising computer areas and to follow the instructions for computer use in each area. This includes but is not limited to specific guidelines for printing, downloading from the internet, and playing audio.

Each user on the network and computer facilities bears full responsibility for his or her actions. The school systems will not be liable for the actions of network users. Users shall assume full liability, legal, financial, or otherwise, for their actions. In addition the school system take no responsibility for any information or materials that are transferred through the Internet.

2. Privileges

The use of the Internet and district technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty, and staff of ABRSD may request the system administrator to deny, revoke, or suspend specific user accounts/access.

Special permission must be obtained from the site technician in order to plug any outside equipment into any data drop or electrical outlet in the school building. Consideration will be given if the request is for educational purposes.

3. Etiquette

Users shall observe all provisions of copyright law in using material obtained from network sources.

Users communicating via the network are expected to avoid use of bad language and other offensive means of communication.

4. Online Safety

Students should never give out personal information, such as full name, home phone number, home address, or credit card information over the school's network.

6. Security

Students may not connect any non-school computers or related equipment to the school system's network without specific permission from the technology staff.

7. Vandalism

Tampering with computers or peripherals is considered damaging school property. Students may face consequences for vandalism if the damage is intentional.

No changes in computer settings or configurations may be made without the specific permission of the staff member in charge of the computer in question. Software may not be installed without specific permission.

Users may not alter any material on a computer other than their own files.

No user may attempt to "hack" into any computer or computer network, including attempting to find any password information.

No user shall use the network to perform any act that may be construed as illegal or unethical, including use of the network to gain unauthorized access to other systems on the network.

Use of the network to develop or knowingly pass along viruses or other programs that infiltrate or damage computers or computing systems is prohibited.

Any password issued to a user is for the personal use of the recipient. Users must protect his or her password and not allow anyone else to use it.