

**TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of all computers owned by the Ipswich Public Schools and the Internet is a privilege, not a right, and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Ipswich Public Schools and may be accessed at any time by the Ipswich Public Schools for its review. In the event that a review reveals that this policy has been violated in any way, or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators, or in certain circumstances the Superintendent of Schools, will determine the consequence for inappropriate use that includes, but is not limited to, loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and state law may cover other violations.

**Students, administrators, staff and faculty must:**

1. Respect the use of technology and computers for educational purposes:
  - Not intentionally access, transmit, copy, create, send, display or receive material that violates the school's code of conduct (such as messages, pictures or other media that are offensive, pornographic, threatening, rude, discriminatory, defamatory, abusive, obscene, profane, sexually oriented, racially offensive or intended to harass).
  - Not use e-mail to transmit spam, chain letters, unsolicited mass mailings, or for any other reason that violates the school's code of conduct.
  - Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
  - Not use computers/Internet to play non-educational games or other non-academic activities such as downloading of MP3s and other non-school related materials.
  - Not use computers/Internet for political lobbying.
  - Not participate in any type of teleconferencing or chat for reasons other than educational purposes.
2. Respect and protect the privacy of others:
  - Use only your assigned accounts.
  - Not view, use, or copy passwords, data or networks to which one is not authorized.
  - Not distribute private information about others or oneself.
3. Respect and protect the integrity, availability and security of all electronic resources:
  - Observe all network security practices.
  - Report security risks or violations to a teacher or network administrator.
  - Not access, destroy or damage data, networks or other resources that do not belong to oneself, without clear permission of the owner or instructional staff.
  - Conserve, protect and not share these resources with other students and Internet users.
  - Not change in any way the configuration of a computer or network without permission of instructional staff.
  - Not intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, etc.
  - Not download files, programs or join listservs or newsgroups without express permission of instructional staff.
4. Respect and protect the intellectual property of others:
  - Not infringe copyrights (no making illegal copies of music, games or movies).
  - Not plagiarize.
  - Not use translation software in place of reading or writing foreign language activities.
5. Respect and practice the principles of network etiquette:
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to instructional staff.
  - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Not reveal personal names, addresses or phone numbers of oneself or others over the Internet.

**Students (under the supervision of a teacher), administrators, staff and faculty may, only if in accord with this policy:**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC (Internet Relay Chat), online chat, blogs, wikis, podcasts, YouTube or instant messaging.
3. Install or download software if also in conformity with federal and state laws and licenses.
4. Use the resources for any educational purposes.

**Consequences for Violation.** Violation of these rules may result in disciplinary action, including the loss of privileges to use the Ipswich Public Schools' information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the Ipswich Public Schools' information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

Student's/Staff's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE/SHE UNDERSTANDS THEM.**

**THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES OR ANYWHERE.**

**FOR MORE INFORMATION, SEE [www.cybercrime.gov](http://www.cybercrime.gov).**

<b>POLICY MANUAL</b>	<b>Ipswich Public Schools</b> <b>FILE CODE: JIC</b>
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**WEB PUBLISHING GUIDELINES**

The Ipswich Public Schools’ web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration and the community. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Ipswich Public Schools.

To insure the safety of our students and the accuracy and security of district information, the guidelines and procedures listed below must be followed:

1. No student’s personal information, such as last name, home address, and telephone number may be posted on the web site.
2. Requests to post material on the Ipswich Public School Web site must have prior approval of the Principal or Superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
3. All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
4. Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
5. All official home pages must have at least one link back to the District home page.
6. Student directory information may not be published.
7. Students will not have access to the District server to either upload or edit information.
8. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated school Web Master should be contacted to make the necessary corrections.
9. Photo images, names, and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, art work/show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give my permission to Ipswich Public Schools to display on the school web pages pictures of my child, his/her work, and name (first name only), as they relate to activities, projects, and programs at the school.
10. Parent’s signature is valid for the entire time of the student’s attendance in an Ipswich School building.

Parent’s Signature: \_\_\_\_\_  
Student’s Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Adopted Revision: June 7, 2001  
Reviewed by Policy Subcommittee on January 12, 2009