

Sandwich Public Schools
Computer/Internet Acceptable Use Policy
Revised June 1998

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers 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 Sandwich Public Schools and may be accessed at any time by the Sandwich 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 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. Other violations may be covered by Federal and State law.

Users may not:

- ▶ Change in any way the configuration of a computer or network without permission of instructional staff.
- ▶ Damage or vandalize computers, computer systems or networks.
- ▶ Trespass in others folders, work or files or use another's password.
- ▶ Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
- ▶ Use computers/Internet for any purpose that is inconsistent with the educational purpose intended.
- ▶ Use computers/Internet to play non-educational games or other non-academic activities.
- ▶ Use computers/Internet for commercial purposes.
- ▶ Use computers/Internet for political lobbying.
- ▶ Participate in any type of teleconferencing or chat without permission of instructional staff.
- ▶ Use e-mail without instructional staff permission/supervision.
- ▶ Send, display, or receive offensive messages, pictures, or other media which is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or intended to harass.
- ▶ Use computers/Internet for the transmission of material in violation of U.S. or Massachusetts regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret.
- ▶ Download files, programs or join listservs or newsgroups without express permission of instructional staff.

Network Etiquette

Users are expected to follow the rules of network etiquette. These include but are not limited to the following:

- ▶ Be polite and appropriate in your messages.
- ▶ Use appropriate language. Swearing and obscene language are strictly prohibited.
- ▶ Students may not reveal personal name, address or phone number or those of other people over the Internet.
- ▶ Faculty/staff may not reveal student personal information over the Internet.
- ▶ Be considerate of others using the network.

**Computer/Internet Acceptable Use Agreement
Sandwich Public Schools**

Student Agreement to Comply

I have read and understand the computer/Internet acceptable use policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that my failure to comply with the policy could result in loss of use privileges or other disciplinary action.

Signature: _____ Date: _____

Student Name: (Please print) _____ Grade: _____

Parent or Guardian Agreement to Comply

As the parent or guardian of this student I have read and understand the computer/Internet acceptable use policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that it is technically impossible for Sandwich Public Schools to restrict access to all controversial material and that my child holds the real responsibility to avoid questionable materials and communications. I will not hold Sandwich Public Schools responsible for any materials acquired by my child using the schools computers. Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. I give permission for my child to have computer/Internet access.

Signature: _____ Date: _____

Name (Please Print) _____

Parent/Guardian Web Publishing Agreement

Sandwich Public Schools maintains web pages for each school and the district. 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 contest winners, etc. I understand that these images may be viewed by other persons accessing the World Wide Web who are not part of the educational community. I give my permission to Sandwich Public Schools to display on the school web pages pictures of my child, his/her work, and name, as they relate to activities, projects, and programs at the school. Names and photos will not be displayed together.

Signature: _____ Date: _____

Faculty/Staff Agreement to Comply

I have read and understand the computer/Internet acceptable use policy and will adhere to and enforce it.

Signature _____ Date: _____