

**MIDDLEBOROUGH PUBLIC SCHOOLS**  
**INTERNET AND NETWORK ACCEPTABLE USE POLICY**  
*(For Staff)*

**I. ACCEPTABLE USE**

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. The Middleborough Public School system offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Middleborough Public Schools. The Middleborough Public Schools expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Middleborough Public Schools make no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. The Middleborough Public Schools has installed special filtering software in an effort to block access to material that is not appropriate for children.

**II. UNACCEPTABLE USE**

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Middleborough Public Schools Internet Service.

- Disclosing, using or disseminating personal identification information about self or others, except that staff members may release personal information about themselves for reasons related to the educational mission of the Middleborough Public Schools;
- Accessing, creating, sending or forwarding materials or communications that are derogatory, defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of Middleborough Public Schools' building administrators or department heads;
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- Using the Internet service for commercial purposes;
- Using "chat rooms", blogging/web diary sites, instant messaging, personal email, online games not relevant to classwork;
- Using social networking websites to bully or harass any individual or group;

- Engaging in inappropriate online behavior;
- Providing personal identification information (name, school, age, address, phone number, sports team, school clubs, recreation activities, family members' names, etc.) without the express permission of school personnel;
- Uploading photos of any person without their express permission to any digital medium;
- Sending or forwarding photos of any person without their express permission;
- Using personal hardware such as ipods, camera phones, digital cameras, etc. not relevant to classwork;
- Downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Director of Technology; and
- Overriding or circumventing the Internet filtering software;
- Using someone else's network password.

### **III. SAFETY ISSUES**

Use of the Internet has potential dangers. Users are encouraged to visit the website of the Massachusetts Plymouth County District Attorney's Office regarding Internet safety at <http://www.mass.gov/da/plymouth/protection/index.html>.

The following are basic safety rules pertaining to all types of Internet applications:

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, school or team names, hometown, or photographs of yourself or others in the Middleborough Public School System, except that staff members may release personal information about themselves for reasons related to the educational mission of the Middleborough Public Schools.
- Use the "back" key or close your browser window whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately end the interaction and tell your building principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable. Do not respond to the message in any way.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify your building principal.

### **IV. PRIVACY**

- Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive.
- The Administration of the Middleborough Public Schools reserves the right to examine all data stored on district-owned storage media involved in the user's use of the Middleborough Public School System Internet or Network service.
- Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

## V. VIOLATIONS

Access to the Middleborough Public Schools' Internet service is a privilege not a right. The Middleborough Public Schools' Administration reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The district administration will advise appropriate law enforcement agencies of illegal activities conducted through the Middleborough Public Schools' Internet service, including harassment and threats. The district administration also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

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***PLEASE RETAIN THIS COPY FOR YOUR RECORDS AND RETURN THE FINAL PAGE TO THE PRINCIPAL OF YOUR BUILDING***

Staff Internet and Network Acceptable Use Policy Return Form

***(This form is signed once for the duration of your employment at Middleboro Public Schools unless there is a revision to the policy.)***

I, \_\_\_\_\_, have read the Middleborough Public Schools' Internet and Network Acceptable Use Policy and agree to abide by its provisions. I understand that violations of this policy may result in disciplinary action.

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

Building: \_\_\_\_\_

Position: \_\_\_\_\_

**PLEASE RETURN SIGNED AND DATED COPY TO THE PRINCIPAL'S OFFICE**

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