

TYNGSBOROUGH PUBLIC SCHOOLS

POLICY

ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Access to information technology assets shall be for the purposes of education or research, consistent with the educational mission of the Tyngsborough Public Schools and/or for legitimate school business.

PROCEDURE

The term information technology includes, but is not limited to, hardware, software, data, communication/network devices, printers, video equipment, digital cameras and all other peripheral devices.

All persons using information technology are advised that said equipment and electronic access remain in joint custody between the user and the school system. Privacy cannot be assumed by any party and the Tyngsborough Public Schools reserve the right to monitor and check all files and hardware to insure appropriate use.

To gain access to equipment and programs, all students must obtain parental permission and must sign and return this form to their HOMEROOM TEACHER.

Use of technology will be in full compliance with all Federal, State, School Committee Policies and building guidelines, copyrights and contracts.

All users shall assume full liability, legal, financial or otherwise for their actions. Tyngsborough Public Schools takes no responsibility for any information or materials that users transfer through the Internet.

Any violation of the Acceptable Use Policy will be subject to disciplinary action including, but not limited to, revocation of usage of technology assets.

Liability- Tyngsborough Public Schools shall not be responsible for any damages to the user from the use of the computer system and other information technology assets, including but not limited to loss of data, non-delivery or missed delivery of information, or service interruptions. Tyngsborough Public Schools denies any responsibility for the accuracy or quality of information obtained through the computer system.

Security- The security of information technology assets is a high priority of the Tyngsborough Public Schools. Users shall promptly disclose to a staff member any message they receive that is inappropriate or makes them feel uncomfortable. All users shall keep their passwords confidential and shall follow computer virus protection procedures. Users are responsible for their own accounts and should not provide their password to another person.

Electronic mail is not private and may be monitored and accessed by the school system. Unauthorized access to any electronic mail account by any user or employee is prohibited. User shall be held liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is reasonably certain of that message's authenticity and the nature of the file.

APPROVED: February 3, 2004

TYNGSBOROUGH PUBLIC SCHOOLS

APPLICATION FOR ACCOUNT

This is a legally binding document. Please read and understand Policy #4.11 before signing this document.

Joint Custody/Privacy

All persons using information technology are advised that said equipment and electronic access remain in joint custody between the user and the school system. Privacy cannot be assumed by any party and the Tyngsborough Public Schools reserve the right to monitor and check all files and hardware to insure appropriate use.

This application, once signed, will remain valid, unless revoked, for the duration of time in any one Tyngsborough Public School Building.

User Agreement (Student)

As a user of the Tyngsborough Public Schools information technology, I have read and understand School Committee Policy #4.11.

Student Signature _____

Parent/Guardian Agreement

As the parent or legal guardian of the minor student signing above, I have read and understand School Committee Policy #4.11. I understand that I may be held responsible for my child’s violations of this policy and that some material on the Internet may be objectionable. I accept the responsibility for providing guidelines, and setting and conveying standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____

Name of Student _____

School _____ Grade _____