

MCCPS Network and Internet Acceptable Use Policy

Introduction

The Internet is an electronic tool connecting thousands of computers all over the world to millions of subscribers just like MCCPS. Using the internet students will be able to access a variety of sources including: information and news from educational and commercial resources; government agencies and research institutions; information about the arts, culture, politics, and society; The Library of Congress, and university libraries. There is also the potential to access dangerous, harmful, offensive, and malicious content that also populates the internet. In order to minimize exposures to the negative elements of the internet, it is important that we have policies and controls in place.

This Acceptable Use Policy applies to all MCCPS students, and violation of the policy will result in consequences including, but not limited to, loss of student access privileges. Although student access to the Internet will primarily take place within the classroom and the computer lab, the Acceptable Use Policy covers all use of the MCCPS network while on the MCCPS campus, regardless of actual location or time of day of access. Upon notification and review of a student infraction, the Interim Academic Director or his / her designate will make the final decision determining future student access privileges. Further, even though MCCPS uses an internet filter to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy and it is the student's responsibility to adhere to the terms of this Acceptable Use Policy. All provisions of this agreement are subordinate to local, state and federal statutes and policies.

Acceptable and Unacceptable Uses of the MCCPS Network

The use of the Internet must be in support of education and research consistent with the educational objectives of MCCPS. Any other use may be determined unacceptable and result in termination of the student's access.

Use of the MCCPS Network is a privilege. The availability of the Internet as a research tool is a tremendous benefit to the faculty and students of MCCPS. We ask that students and parents understand and accept that the purpose of the MCCPS Network is educational, and that any other use is inappropriate and could result in appropriate disciplinary action taken by the school. The MCCPS Network will only be used to access and transmit material that is consistent with MCCPS's educational philosophy and curriculum.

Acceptable Use

Responsible use of the MCCPS Network requires that users:

- DO accept full liability for their actions
- DO use their own names during network communications
- DO obtain permission from the supervising teacher or staff member before accessing the Internet, obtain permission from the supervising teacher or staff member.
- DO obtain permission from the supervising teacher or staff member prior to printing materials found on the Internet,
- DO give credit to copyrighted materials found on the internet and incorporated into MCCPS school work
- DO create, use and maintain a password that was created according to MCCPS guidelines. This password is to be used to access the MCCPS Network and any resources that reside within the network and require password access.

- DO take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. MCCPS users are responsible for all activity under their accounts
- DO change their password immediately if a user suspects that someone has discovered their password. Additionally, users should notify their teacher if they suspect their password has been discovered or used by another person.

Unacceptable Use

It is not acceptable for users to use the MCCPS network for any of the following activities.

- interfering with the normal and proper operation of the MCCPS Network or the Internet
- adversely affecting the ability of others to use MCCPS Network, equipment, or services, including, but not limited to, placing a computer virus on any computer system, including the MCCPS system
- conducting themselves in ways that are harmful or deliberately offensive to others
- gaining unauthorized access to any computer or telecommunications networks, including the MCCPS network
- giving their passwords to another user, permitting other individual to make use of any of their passwords to access account privileges on the MCCPS Network, or making an effort to learn anyone else's password
- attempting to hide their identity or impersonate anyone else, including logging in through another person's account or attempting to access another user's password or files
- vandalizing, destroying data, invading the privacy of another's account, or posting anonymous inflammatory messages
- accessing, sending or posting materials or communications that are
 - damaging to another's reputation;
 - abusive;
 - obscene;
 - sexually oriented;
 - threatening;
 - defamatory, libelous, or 'hate speech' material concerning a person or group of people
 - contrary to MCCPS's policy on harassment;
 - harassing; or
 - illegal.
- using any form of instant messaging including, but not limited to, AOL Instant Messenger, Yahoo Instant Messenger, and ICQ,
- attempting to bypass, circumvent, or disable any MCCPS firewalls, internet filters, or other software and devices the school uses to monitor and manage internet traffic on the MCCPS Network
- engaging in any non MCCPS commercial or fundraising purpose
- intercepting communications intended for other persons

- furthering any illegal act, including identity theft or infringement on any intellectual property rights
- downloading, uploading, storing or distributing any files, software, or other material that is not specifically related to an MCCPS educational project
- downloading, uploading, storing or distributing any illegal files, software, or other material
- downloading, uploading, storing or distributing any files, software, or other material in violation of federal copyright laws

Any attempts to use the network in an unacceptable manner will result in the revocation of Internet access privileges and may result in additional consequences as determined by the school administration.

No Expectation of Privacy

It should be understood that users of the MCCPS Network have no reasonable expectation of privacy (with respect to access by the system administrators or their designee) to any materials transferred through or stored within the MCCPS Network. Further, in order to prevent any abuse of the MCCPS Network or effectively maintain and repair the system, MCCPS system administrators reserve the authority to inspect any and all materials transferred through or stored within the MCCPS Network.

It should also be understood that certain materials accessible through the Internet may be objectionable and that is each student's responsibility to avoid deliberately accessing objectionable material at any time.

Personal Computers and Devices

Provided students adhere to all the specific conditions below, they will be permitted to use their personally owned computers or other devices. In order to use personal devices, students will:

- agree to abide by all elements of this Acceptable Use Policy
- not upload or transmit any files from their computer to the MCCPS Network with the exception of files associated with an MCCPS assignment or project.
- understand that there may be limited access to MCCPS Network resources such as printers and user home directories.
- acknowledge that MCCPS is not responsible for any damages incurred, including, but not limited to loss of data or damage to personal property used to access MCCPS resources.

Internet Etiquette

Teachers and students are expected to follow accepted rules of network etiquette. These will include (but are not limited to) the following:

- Respect time in a manner that would not infringe upon others' attempts to access information.
- Be polite in your questions and responses (No use of inappropriate language).
- NEVER reveal your (or anyone's) personal address or phone number

Consequences for violating the Acceptable Use Policy

Students may be disciplined in accordance with the MCCPS School Discipline Plan for any violation of this Acceptable Use Policy. MCCPS teachers and administrators will consider the seriousness of the violation when determining what disciplinary action to take.

Any intentional malicious activity which causes damage to any MCCPS computers or the MCCPS Network will result in serious disciplinary action which may include financial responsibility for repair.

Student's Name _____

I, the student, understand and agree to the requirements above. I realize that if I use the network inappropriately I may face the consequences listed above. I have reviewed this acceptable use policy with teacher and my parent/guardian.

Student's Signature _____ Date _____

Often student work and images are featured on the MCCPS website. If you prefer that your child's image / work not appear on the website, please check the box(es) below. For privacy and safety reasons, MCCPS will not post a child's image along with his or her name.

Do not post my child's image on the MCCPS website.

Do not post my child's work on the MCCPS website

MCCPS also provides online document creation, editing, storage, and sharing for students. Students can access this service from home and school. Just like any technology service from MCCPS, this service is subject to guidelines stated in the Acceptable Use Policy. Please go to marbleheadcharter.org/technology#onlinedocs for more information. If you would like your child to have access to this service please check the box below.

I give my child permission to use online documents

I have read and reviewed these responsibilities with my child, and I hereby grant him/her permission to access the MCCPS Electronic Network

I, the parent/guardian of the above, understand, and agree, on behalf of said minor child, to the provisions set forth above. I accept financial and legal liabilities that may result from my child's use of the MCCPS Network, to the extent that may be required by the laws of the State of Massachusetts.

Parent's/Guardian's Signature _____ Date _____