

**PEABODY PUBLIC SCHOOLS
COMPUTER NETWORK ACCEPTABLE USE POLICY**

Now and in the future, our classrooms will extend to the global community via electronic access to the world. Computers and computer networks are tools provided by the school system in support of the philosophy and mission of the Peabody Public Schools. Effective use of computers and related technology allows students and staff to access and use information sources from computers, share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The ethical use of technology and adherence to the tenets of an Acceptable Use Policy assist the staff in the development of a sound education for our students.

- I. AVAILABILITY - All users shall acknowledge in writing receipt, understanding and compliance with all administrative procedures and regulations governing the use of the computer network. Noncompliance with these regulations and procedures shall result in suspension or termination of user privileges and other disciplinary action consistent with Peabody School Committee policy and applicable federal, state, and local laws and regulations.

- II. MONITORING - Electronic transmissions and use of other electronic resources by students and staff shall not be considered confidential. They may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. Students shall use computers, computer networks, and other technology under appropriate adult direction and supervision. The district shall provide monitoring to help ensure the site blocking of educationally inappropriate content.

- III. LIABILITY - The Peabody Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school system does not guarantee the readability of data connections. The school system is not liable for any loss or corruption of data resulting while using any computer-related technology.

- IV. REGULATIONS FOR THE USE OF TECHNOLOGY
 1. Commercial use of school system computers and/or networks is prohibited unless prior approval is received from the School Committee.
 2. Copyrighted software or data shall not be placed on any computer without permission from the holder of the copyright
 3. Computer network access shall be granted to users with a signed access agreement only and are valid only while enrolled or employed. Account names will be recorded on access agreements and kept on file at the school level.

4. All passwords shall be protected by the user and not shared or displayed. Passwords are confidential.
5. Principals/Supervisors or their designees shall be responsible for disseminating and enforcing policies and procedures.
6. System Administrator, Principals, or their designee(s) shall be authorized to examine all system activities, including electronic mail transmissions, and electronic search strategies, as deemed appropriate to ensure proper use. All electronic data residing on any computer or network within the system shall be the property of the Peabody Public Schools.
7. Individual users shall be responsible for the proper use of their accounts. System users shall not use another user's account. Revealing personal information (addresses, phone number, etc.) is prohibited. Use of electronic mail for "spamming" or other mass distribution is prohibited. Swearing, vulgarity, ethnic or racial slurs, or other inflammatory language is prohibited. Attempts to read, delete, copy, or modify the electronic data or mail of other users or to interfere with the ability of others to send/receive electronic mail is prohibited.
8. The computers, system/network may not be used for any illegal purposes, in support of illegal activities, or for any activity prohibited by district policy. System users are to purge electronic information according to district retention guidelines or when requested to do so. All user files may be purged at the completion of each school year.
9. System users may distribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
10. Harming or destroying equipment, materials, data or programs is prohibited. Deliberate attempts to degrade or disrupt system performance shall be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading/down loading or creation of computer viruses. Vandalism will result in (a) cancellation of system privileges, (b) disciplinary action in accordance with district policy, and (c) restitution for costs associated with hardware, software, and system restoration.
11. E-mail accounts will be provided to faculty and staff. E-mail will be provided to students if needed for teacher directed research projects during a limited time period with specific parental permission.
12. The Peabody Public Schools will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system/network.