

## STAFF INSTRUCTIONAL NETWORK ACCEPTABLE USE POLICY

### Mission Statement

The primary purpose of the Dedham Public Schools instructional network (DPS Network) is to support and enhance teaching and learning by providing a network, computers and an Internet connection to allow electronic communications, storage and *access* to information resources.

### General Policies and Guidelines

Employees shall use the network in a responsible, efficient, ethical, and legal manner and in general, in accordance with the mission of the Dedham School Department for school-related purposes in the performance of job duties. All other uses are prohibited. The DPS Network is not a public forum. Incidental personal use is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, other system users or network performance. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules of the Dedham Public Schools.

Users must acknowledge their notification of the general policy and guidelines as a condition of receiving an account to use the network.

Guideline 1: Acceptable uses of the network are activities that support classroom teaching and learning, career development and limited high quality academic self-discovery activities related to job duties performed within the Dedham Public Schools.

Guideline 2: There shall be no anonymity in use of the network. All users must log in to the network with their given account name and password. No other user may use the network under that account.

Guideline 3: There are unacceptable uses of the network. Inappropriate uses can be classified into two categories: illegal and prohibited. Please note that some prohibited uses, in certain situations, can be illegal. Examples of illegal and prohibited activities follow. These lists are not to be viewed as comprehensive but as explanatory.

- Illegal activities will be referred to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.
- Prohibited activities are based on the intended use of the DPS network. Examples of these include: pornography, profanity, plagiarism, commercial use, for political campaign purposes or to post anonymous messages. Additionally users are not to broadcast messages, download files or applications, send mass emails, encrypt files, show disrespect to others or violate commonly agreed upon etiquette when using the network. For guidance regarding political campaign issues, see OCPF-IB-04-01, "Use of the Internet and E-mail for Political Campaign Purposes," issued by the Massachusetts Office of Campaign and Political Finance and available at <http://www.mass.gov/ocpf/ao/IB-04-01.pdf>.

Guideline 4: Staff members are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that students understand that if they misuse the network, that consequences will be applied.

Guideline 5: It is the responsibility of students, parents, teachers and administrators to clearly communicate in order to support all guidelines.

### Users of System

The user is responsible for what s/he says and does on the DPS network. The following people are entitled to use the network in support of the Dedham School Department's mission:

- All Dedham School Department employees;
- All Dedham students under the supervision of a staff member;
- Others working in K-12 education that request guest accounts from the Technology Director. These requests will be reviewed on a case-by-case basis and will be granted as needs and resources permit.

Please note:

1. The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the right to inspect all electronic data and communications in the DPS network at any time in support of these efforts.
2. In support of our educational network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site may also be inspected.

### **Limitation of Liability**

The Dedham School Department (DSD) makes no guarantee that the functions or the services provided by or through the system will be error-free. The DSD will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The DSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. The DSD will not be responsible for obligations (financial, legal or other) arising through the authorized or unauthorized use of the system.

Users of the system understand that some efforts are made to block inappropriate material but that it is impossible to block all offensive material: therefore, the DSD is not responsible for any information that is transferred through the Internet.

### **Additional Disclosures**

The DSD reserves the right to examine all data stored on computers, or media that are the property of the DSD to ensure that users are in compliance with these regulations. There is only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. Similarly, there is only a limited freedom of expression on the network: the school department has the discretionary right to "edit" publications within its jurisdiction and everything posted or transmitted via the DPS is a "publication."

In support of our educational mission, teacher and students' work, image, voice and identification may be transmitted through the instructional network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site. Restrictions on such use should be submitted in writing to the building principal.

### **Consequences**

As with all school policies, any employee who violates this policy and/or rules governing use of the DPS network will be subject to disciplinary action, up to and including discharge. Illegal uses of the DPS Network will also result in referral to law enforcement authorities.

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