

# Policy for the Use of DPS Computing Facilities

The Dedham Public Schools (DPS) encourages community access to our technology resources. There is an obligation on the part of those using these facilities to respect the computing resources of the DPS. The technology equipment and facilities are the property of the DPS and shall be used for legitimate instructional, research, administrative, public service, or approved contract purposes.

## **Application Procedure**

If technology resources are required including use of computers, projectors, laptops, computer labs, mobile laptop labs or any network or technology resources, approval of the Technology Director is required.

## **DPS Network**

All computer labs and computers in the classrooms are connected to the DPS Instructional Network. Use of the computers in any DPS computing lab is controlled by login and password-secured accounts managed through that network. Any non-student wishing to use the computers in any instructional area, computer lab or mobile lab will have DPS Network login accounts created for them by the Instructional Technology Department. Other network resources will be allocated as needed.

## **Fees:**

Note: A separate fee of \$35.00 per hour will be charged to provide technology support for each day of the event. There will be a minimum fee of \$70.00 per event. The technology support time may not conform to the rental time. Under certain conditions an additional security deposit may also be required.

## **Guidelines for Use:**

- All users of the DPS facilities must observe the acceptable use policies of the DPS (see <http://www.dedham.k12.ma.us/technology/> > Policies);
- The DPS reserves the right to monitor and record the usage of all facilities and has the right to use information gained in this way in disciplinary or criminal proceedings;
- No food or drinks are allowed in the computer labs or the middle school distance learning lab or in the workspace surrounding any laptop, projector or other technology equipment;
- Users may not install, download, upload or copy software to/from the DPS network without permission;
- Users may not attach any peripheral devices to DPS equipment without specific written permission;
- Personal files left on the equipment will be deleted;
- Manual feeding of personal paper supplies into DPS printers is prohibited;
- Use of DPS computing facilities for personal or commercial monetary gain must be consistent with state statutes and DPS policy.

Adopted by School Committee 2/7/07