

# **This Agreement represents an outline of the Colchester Public Schools Technology Acceptable Use Policy.**

## **By signing this Agreement, students and parents/guardians agree to follow the CPS Acceptable Use Policies & Procedures.**

*Any device provided to staff or students by Colchester Public Schools is the property of Colchester Public Schools.*

### **Acceptable Uses of the Colchester Public Schools (CPS) Computer Network or the Internet**

1. The computer hardware and account provided by CPS should be used only for educational purposes.
2. If a user is uncertain about whether a particular use of the CPS Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

### **Unacceptable Uses of the Colchester Public Schools (CPS) Computer Network or the Internet**

The following uses of the equipment and network access provided by CPS are unacceptable: Uses that violate any state or federal law or municipal ordinance are unacceptable.

Selling or purchasing any illegal substance; Accessing, copying, transmitting, or downloading pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;

- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet;
- Uses that involve obtaining and/or using anonymous email, proxy sites, or VPN sites. pg. 2 of 4 Uses that cause harm to others or damage to their property are unacceptable.
- Deleting, copying, modifying, or forging other users' emails, files, or data;
- Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's emails or files;
- Degrading or interfering with the performance of technology systems; Damaging computer equipment, files, data, or the CPS computer network;
- Using profane, abusive, or impolite language online;
- Disguising one's identity, impersonating other users, or sending anonymous email messages; Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials including sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment of others;
- Accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way degrading or disrupting any computer system performance, including games or chat software.
- Disclosing one's account password to other users or allowing other users to use one's account; Taking any remote control of another computer system, unless established by the IT Staff.
- Using the Internet for advertising, promotion, or financial gain; Religious or political causes, outside organizations, or other non-school related solicitations. Internet Safety:

The Colchester Public Schools will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. Account users will abide by all school security policies. The placement of filters on the District technology systems is viewed as an exercise of the Board of Education's right to determine educational suitability of materials used in the schools.

Users' online activities will be electronically monitored and logged via technology protection measures.

**Privacy Policy:**

The School District Administration has the authority to monitor, inspect, copy, review, and store at any time and without prior notice all accounts, including email and any all information transmitted, received, and/or created on any computer or user account. Offensive or inappropriate material gained in any of the above means will be submitted to an appropriate school administrator for disciplinary recommendations.

Users must respect all legal issues regarding software, information, and attributions of authorship. Prior to receiving a username and password: User must have a signed user agreement on file.

**Penalties for Improper Use:** All computers/Chromebooks will have remote monitoring software installed on them, enabling IT staff and select personnel to remotely view the work being done on that computer. The use of the CPS Computer Network and equipment, including the account, is a privilege, not a right. Inappropriate use may result in the restriction or cancellation of the account. Inappropriate use may lead to any disciplinary and/or legal action including but not limited to suspension or expulsion or criminal prosecution by government authorities.