

Framingham Public Schools

Network Access/Acceptable Use Policy

1.0 PURPOSE

1.1 The Framingham Public Schools (FPS) provides employees and students with access to the District-Wide School Network (hereinafter referred to as “The Network”), which also serves as our gateway to the Internet.

1.2 The Network has been developed for educational purposes. It is intended to assist in preparing students for success by providing access to a wide range of information resources and the ability to communicate with people throughout the world. The term "educational purposes" includes use of The Network for curriculum activities, and professional or career development activities related to education.

1.3 Additionally, The Network will be used to enhance productivity through increased communication within the District, and assist its employees in upgrading their skills through greater exchange of information with their peers. The Network will also assist the District in communicating with parents, social service agencies, government agencies, businesses, etc.

1.4 The Network may not be used for personal or commercial purposes, such as, but not limited to, offering, providing, or purchasing goods and/or services for personal use.

2.0 DISTRICT RESPONSIBILITIES

2.1 The Director of Technology will oversee access to The Network and will establish processes for setting up: user accounts; authorization for installation of all software; quotas for disk usage on the system; backup, retention and archival schedules; virus protection; web content filtering, and other necessary activities.

2.2 The Building Administrator or designee will serve as the building coordinator for The Network. The building coordinator, in partnership with the Director of Technology, will approve building-level activities. Together they will ensure employees receive proper training in the use of The

Network and the requirements of this policy. In addition, they will establish a system to ensure that students using The Network receive adequate supervision and network orientation. The Technology Department will maintain signed user agreements. The building administrative team will be responsible for interpreting and enforcing the District Network Access Policy at the building level.

2.3 When using the Internet for class activities, teachers will select material appropriate to the students and relevant to the course objectives. In order to determine the appropriateness of the material contained on or accessed through the site, teachers will preview materials and sites they require or recommend to students. Teachers will assist their students in developing the skills to ascertain the reliability of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

2.4 The Framingham Public Schools will establish a World Wide Web presence and will develop Web pages that will present information about the District and Community.

2.5 Schools and classes may establish Web pages that present information about the school or class activities. Building Administrators will monitor the content of these pages, assisted by the Director of Technology.

3.0 USERS AND ACCESS TO THE SYSTEM

3.1 The Network Access Policy will govern all use of The Network. Student use of the system will also be governed by applicable sections of the Framingham Public Schools School Committee Policy Handbook and applicable school or student handbooks.

3.2 All District employees and students will have access to the World Wide Web through the District's networked computers. Parents/Guardians may specifically request that their children not be provided such access in writing. Upon receipt of that request, Framingham Public Schools will make its best effort to restrict all Internet access. However, there can be no guarantee that such a student can be restricted at all times.

3.3 E-mail access will be provided to employees only. All employees are provided e-mail access through their own network account.

3.4 A guest, such as a visiting teacher or student, may receive an individual account at the discretion of the Director of Technology if there is a specific, School or District related purpose requiring such access. Use of the system by a guest must be specifically limited to a School or District related purpose. An account agreement will be required and a parent/guardian signature will be required if the guest is a minor.

4.0 PARENT/GUARDIAN NOTIFICATION AND RESPONSIBILITY

4.1 The Framingham Public Schools Acceptable Use (Section 8.0) contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be in concert with the particular values of the families of students. It is not practically possible for the Framingham Public Schools to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for communicating their particular set of family values to their children. The district will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through The Network.

4.2 Framingham Public Schools will provide students and parents with guidelines for the student's personal safety while using the Internet.

5.0 DISTRICT LIMITATION OF LIABILITY

5.1 Framingham Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its Network will be error-free or without defect. The district will not be responsible for any damages users may suffer, including but not limited to loss of data, interruptions of service, or physical, psychological, or monetary damages. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for unauthorized financial obligations arising through the use of the system.

6.0 DUE PROCESS

6.1 Framingham Public Schools will cooperate fully with local, county, state, and federal officials in any investigation concerning or relating to any

illegal activities conducted through The Network.

6.2 Violations of Acceptable Use (Section 8.0) can carry serious consequences and could result in the immediate suspension of the user's privileges. Further disciplinary action may be taken by the Administration of the Framingham Public Schools and/or Towns, County, State or Federal authorities. Disciplinary actions will be tailored to meet specific concerns related to the violation.

6.3 The Technology Director or Building Administrator may terminate the account privileges of a user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

7.0 SEARCH AND SEIZURE

7.1 The Network is the property of the Framingham Public Schools and its storage systems are therefore subject to inspection by the administration at any time. System users have a limited privacy expectation in the contents of their personal files on The Network.

7.2 Routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating the Acceptable Use (Section 8.0), District policy, or the law.

7.3 An individual search will be conducted if there is suspicion that a user has violated the Acceptable Use (Section 8.0), the law or the district policy. The nature of the investigation will be in the context of the nature of the alleged violation.

8.0 ACCEPTABLE USE

8.1 Existing copyright law will govern the use of material accessed through The Network. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered a copyright infringement. Users will respect copyright and request permission when appropriate.

8.2 When using The Network, the user agrees to take full responsibility for his or her own actions. The Framingham Public Schools will not be held liable for the actions of anyone connecting to the Internet through this network. Therefore, all users shall assume full liability, legal, financial, or otherwise, for their use of The Network.

8.3 Access to the Internet provided by The Network is provided for classroom activities, professional or career development, and limited high-quality self-discovery activities in line with the educational goals of the district (Section 1.0).

8.4 The Internet connection is not to be used for any non-educational purposes including, but not limited to, commercial solicitations.

8.5 The user of The Network Internet connection becomes an extension of the Framingham Public Schools and is expected to abide by the rules of conduct set forth by the District. Students should reference their school's handbook where applicable. Inappropriate behavior will not be allowed.

8.6 The user will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

8.7 The user will not post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.

8.8 The user will not engage in personal attacks, including prejudicial or discriminatory attacks.

8.9 The user will not knowingly or recklessly post false or defamatory

information about a person or organization.

8.10 The user will not install unauthorized software or download unauthorized software and/or files from a remote location without prior permission from the Office of Technology.

8.11 Users will not attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.

8.12 All users of The Network are issued individual network accounts and passwords with specific network privileges. All users are expected to keep these credentials private and confidential. Sharing or disseminating of passwords, access codes, access telephone numbers, or account numbers to unauthorized persons are not allowed.

8.13 The user will not use The Network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).

9.0 DATA STORAGE AND BACKUP

9.1 The district has the right to reimage (erase and restore to original, district-assigned configuration) any FPS-owned computer as necessary.

9.2 No personal data or files should be stored on the local machine (typically the "C" drive or Desktop).

9.3 The school district provides all network users network accounts to save data and conducts regularly scheduled backups. The school district cannot guarantee all information can be recovered in the event of catastrophic failure.

9.4 Responsibility for backing up data on any mobile device issued to a school district employee falls on the employee. The district is not responsible for backing up these devices.

9.5 All email records sent or received through the FPS email system

including personal emails are property of the Framingham Public Schools and will be archived. Furthermore, the emails may be accessed, monitored, and scanned at any time at the discretion of the Framingham Public Schools.

10.0 USE AND CARE OF HARDWARE

10.1 Any and all equipment issued by the school district for use by students, faculty or staff must be treated with due care. We are all responsible for ensuring equipment is not damaged or stolen. Abuse or improper use should be reported immediately to your building administrator.

10.2 Any and all issues related to hardware problems must be promptly reported to the Technology Helpdesk.

10.3 The school/district does not support equipment brought in from the outside by any user.

10.4 No network equipment (e.g., wireless access points, hubs, switches, etc.) may be installed on The Network without prior written approval from the Director of Technology.

10.5 The district has the right to remove or disable any outside equipment that interferes with operation of the system/network.

10.6 The school/district is not responsible for damage to or loss of equipment brought in from the outside.