

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
L-S COMPUTER NETWORK – ACCEPTABLE USE POLICY

The Lincoln-Sudbury Computer Network consists of Google's G Suite, network file servers, and Internet access.

PURPOSE: It is the policy of the Lincoln-Sudbury Regional School District to provide access for employees and students to the L-S Computer Network and to other external services for educational and administrative purposes. Educational purposes shall be defined as classroom activities, career and professional development activities, and high-quality self-discovery activities of an educational nature.

The purpose of the L-S Computer Network is to assist teachers in preparing students for success in life and work. This is accomplished by providing them with a network that allows them access to a wide range of information and the ability to communicate with others.

The L-S Computer Network shall be used consistently with these educational purposes to increase communication, enhance productivity, provide information to the community, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information.

AVAILABILITY: The Superintendent/Principal or his/her designee shall be responsible to implement, monitor, and evaluate the L-S Computer Network for educational and administrative purposes.

Access to the L-S Computer Network, including external services, shall be made available to employees and students for educational and administrative purposes, in accordance with administrative regulations and procedures to be developed by the Superintendent/Principal or his/her designee.

Access to the L-S Computer Network is subject to adherence with the District's Acceptable Use Policy and the exercise of good judgment and common sense. ALL USERS shall be required to comply with all administrative regulations and procedures governing use of the system. Copies of this policy may be found in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual and the Support Staff Handbook. Noncompliance with applicable regulations and procedures, or inappropriate use of the L- S Computer Network or external services may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Lincoln-Sudbury Regional School District. Violations of law may result in criminal prosecution as well as loss of user privileges and disciplinary action by the Lincoln-Sudbury Regional School District.

In compliance with the Children's Internet Protection Act (CIPA), L-S will utilize a filter to prohibit access to Websites which contain inappropriate material. The filtering will not impede educationally relevant sites.

ACCEPTABLE USE: The Superintendent/Principal or his/her designee shall be responsible to develop and implement administrative procedures, and student user agreements, consistent with the purposes and mission of the Lincoln-Sudbury Regional School District, as well as with law and policy governing copyright and other applicable law.

PERSONAL COMPUTING DEVICES: Staff and students may bring personal computing devices to L-S. In an effort to protect the L-S information network, the District reserves the right to investigate personal computing devices and/or peripheral devices at any point, if there is any reason to believe these are being used inappropriately, or in such a way as to threaten the network.

MONITORING USE: Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored, accessed, retrieved, downloaded, printed, copied or examined at any time by the network administrator, Superintendent/Principal or his/her designee to ensure appropriate use for educational and administrative purposes, and may be disclosed to others, including law enforcement officials. All School emails are public record <http://www.mass.gov/legis/laws/mgl/66-10.htm> and will be archived for 7 years. Emails are available as part of a public request, some are subject to redaction for certain privileged information (set by law.) Staff members should use the L-S email system for any school related issues.

LIABILITY: The Lincoln-Sudbury Regional School District 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 Lincoln-Sudbury Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external services.

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
L-S COMPUTER NETWORK – ACCEPTABLE USE POLICY
ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION**

Policy Enforcement

- The District shall provide each user with copies of the Acceptable Use Policy and Procedures. Copies of this policy may be found in the Program of Studies and Policy Handbook for Students, the Staff Policy Manual, the Support Staff Handbook, and on the L-S website.
- Access shall be granted to employees.
- Access shall be granted to students.
- The Superintendent/Principal or his/her designee shall be responsible for disseminating and enforcing policies and procedures.

Passwords

- User names shall be recorded on access agreements, where applicable, and kept on file.
- In applications where passwords are utilized, the initial passwords provided by the network administrator should be set to expire on login.
- Passwords are confidential. All passwords shall be protected by the user and not shared nor displayed.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- System users shall not use another user's account.

Copyright

- Copyrighted software or data shall not be placed on the L-S Computer Network server without permission from the holder of the copyright and the system administrator.
- System users must comply with copyright laws and respect copyrights. Copyrighted material may be copied or redistributed only when the system user is authorized to do so in writing by the copyright holder or designee, or is authorized to do so under the copyright law “fair use” doctrine. Any system user who has a question about his/her right to use or redistribute copyrighted material should consult with the Superintendent/Principal, or his/her designee or the System Administrator.
- System administrators may upload/download public domain programs to the system/network.
- System administrators are responsible for determining if a program is in the public domain.

General Usage

- The Superintendent/Principal or his/her designee shall be authorized to monitor, access, retrieve, download, print, copy or examine all system activities including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources, and to disclose such transmissions to others, including law enforcement officials.

System Maintenance

- The network administrator or his/her designee shall be responsible for establishing appropriate retention and backup schedules.
- The network administrator or his/her designee shall be responsible for establishing appropriate disk usage limitations, if needed.
- System users should purge electronic information according to District retention guidelines.

Unacceptable Uses

- The L-S Computer Network is to be used for educational and administrative purposes, in accordance with the District's L-S Computer Network – Acceptable Use Policy. The following are some examples, but not an exhaustive list, of uses which are inconsistent with that Policy:
 - Using the L-S Computer Network for political or commercial purposes of any kind.
 - Forgery or attempted forgery.
 - Except in the case of an authorized network administrator, Superintendent/Principal or his/her designee, attempting to monitor, read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send or receive electronic mail.
 - Using the L-S Computer Network for illegal purposes, the support of illegal activities, or for any activity prohibited by District policy.
 - Attempting to harm or destroy equipment, materials, data or programs on the L-S Computer Network or on the network of any other agency connected to the Internet.
 - Using vulgarity, ethnic or racial slurs, harassment, slander, or other inflammatory language. Language should always be appropriate to the context in which it is used.
 - Pretending to be someone else when sending/receiving messages.
 - Transmitting or viewing any sexually explicit or pornographic materials or material not considered to be of value in an educational setting.
 - Revealing personal information (addresses, phone numbers, etc.) regarding oneself or another to an unknown party.
 - Attempting to impersonate or to gain unauthorized access as a system administrator or as any other user.
 - Attempting to harm or destroy data of the L-S Computer Network, another user on the network, or any other agency connected to the Internet.
 - Encouraging or supporting the prohibited activities of others.
 - Spamming [sending massive, inappropriate and unsolicited information] or flooding [transferring data without intent of meaningful communication].

District Response to Infractions

- Deliberate attempts to degrade or disrupt system performance are violations of District policy and may be criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Vandalism is a violation of District policy and may be criminal activity under applicable state and federal laws. Vandalism shall result in the cancellation of system privileges and shall require restitution for costs associated with hardware, software, and system restoration.
- The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's network.

A user who violates District policy or administrative procedures or uses the L-S Computer Network inappropriately shall be subject to suspension or termination of L-S Computer Network privileges and shall be subject to appropriate District disciplinary action and/or prosecution.