

# **BARRINGTON PUBLIC SCHOOLS**

## **Technology Resources Responsible Use Policy**

### **Introduction**

Barrington Public Schools (BPS) is pleased to offer authorized users access to district computers, the Internet and an array of technology resources to promote educational excellence. Authorized users include students, staff and guests and will be hereafter referred to as simply users. Each user is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access, each user must act in a manner consistent with school, district and legal guidelines.

### **Using BPS Technology Resources**

The information systems and Internet access available through BPS are available to support learning, enhance instruction, and support school system business practices. BPS information systems are operated for the mutual benefit of all users. The use of the BPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other BPS employees.

The BPS network is connected to the Internet which enables people to interact with millions of networks and computers. All access to the BPS network shall be preapproved by the district. The district may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the school/employee handbooks. BPS implements Internet filtering on all BPS sites in accordance with the federal Children's Internet Protection Act (CIPA). Schools will continually educate users on personal safety practices and effective techniques for identifying and evaluating information and its sources.

### **Respect for Others**

Users should respect the rights of others using the BPS network by:

- Using assigned workstations.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

### **Ethical Conduct for Users**

It is the responsibility of the user to:

- Use only his or her account or password. It is a violation of this policy to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the BPS network and resources in a manner that is consistent with the mission of the school system. The use of BPS network for personal use or private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of BPS network and resources to illicitly access, tamper with, or experiment with systems outside BPS.
- Refrain from using offensive, obscene, or harassing language when using BPS network systems.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates policy.

### **Respect for Property**

The only software to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Report equipment problems immediately through the technology support link on all school websites.
- Leave workstations and peripherals in their designated locations.

### **Internet Safety and Security**

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of others, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or administrator.
- Users are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing portion of the Internet that is inconsistent with the educational mission of BPS.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Users have the responsibility to cite and credit all Internet material used.
- Any device placed on the BPS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. BPS reserves the right to monitor and investigate activities on personally-owned computing equipment on the BPS network.

### **Regulations**

- Users are prohibited from downloading illegal material or inappropriate content while using personal devices on BPS networks or using BPS resources, regardless of who owns the computer or device used by student or how it is connected.
- BPS provides protection for those individuals who report misuse of technology resources through the School Committee Whistle Blower Policy.