

# WELLESLEY PUBLIC SCHOOLS COMPUTER ACCEPTABLE USE POLICY

## Description

Wellesley Public Schools provides computers, networks, and Internet access to enhance teaching and learning. The computer can be a powerful research tool in a school setting, providing information beyond what is available in local print resources. Through this technology, students have the opportunity to access and explore local, national, and international resources. The information available touches on every area of the curriculum. In order to become lifelong learners, it is important for students to gain electronic information retrieval and evaluation skills and to become responsible members of the global community.

## Rights & Responsibilities

Computers enable students to conduct research and communicate with others. Access to computers, research and communication tools, and the Internet will be provided only to those students who agree to act in a responsible manner. Use of WPS computers, networks, and the Internet is a privilege, not a right. This policy has been developed to outline the responsibilities students must assume in order to maintain user privileges. Each student must respect and maintain the rights of all other users. Responsible, ethical, and legal behavior is expected from each student.

## Rules and Regulations

Students are expected to follow all rules and regulations outlined in this policy, as well as those indicated by faculty and staff. Any student who does not follow these rules may lose computer privileges, face school disciplinary action, and even appropriate legal action.

### **Unacceptable use of technology includes, but is not limited to, the following:**

1. Using the computer/network for any illegal activity including violation of copyright or other contracts, plagiarism, cyber-bullying, and electronic transmission of pornography.
2. Using the computer/network for financial or commercial gain.
3. Abusing or disrupting equipment, software, system configuration settings, or system performance, wastefully using finite resources (i.e. paper, ink, etc.), or violating computer system security.
4. Copying or installing software or plug-ins.
5. Deleting or altering files or file contents that do not belong to you.
6. Gaining unauthorized access to servers or server accounts other than one's own.
7. Invading the privacy of individuals, including vandalizing data and using an account owned by another user.
8. Posting personal communications without the original author's consent.
9. Accessing, downloading, storing, creating, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
10. Sending "chain letters," or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the network or otherwise interfere with the work of others.
11. Using impersonation, anonymity, and/or pseudonyms.
12. Using the computer/network for the purpose of harassing, threatening, or terrorizing any individual or group.
13. Using social networking, instant messaging and chat rooms for non-school related reasons.
14. Playing any type of computer game unless it is a school sanctioned activity.
15. Using bandwidth to watch streaming videos for non-school related reasons

16. Using computers to check email for non-school related reasons.
17. Using the computer in a disruptive or loud way such as listening to audio or video without headphones. Be considerate of others.

### **Online Safety and Etiquette**

Students are expected to abide by some general rules when using the Wellesley Public Schools' networks. The accepted rules of online etiquette include but are not limited to the following:

1. Do not reveal personal information about yourself or others (i.e., last name, home address, name of school, e-mail address, phone number).
2. Remember that e-mail is not guaranteed to be private. Be careful what you say.
3. Be polite and use appropriate language. Do not swear or use offensive language.

### **Technology Suggestions/Recommendations**

There are multiple ways to save and store files:

1. The Technology Department provides each student with storage space on a **server** that may be accessed in school but NOT from home. This space is accessed by a username and password given to each student. The server may not be used to store music or movies.
2. Another storage option is for a student to purchase a USB flash drive, also known as a "thumb drive," for moving about from computer to computer.