**INTERNET/COMPUTER ACCEPTABLE USE POLICY**

I. **Acceptable Use**

The Cohasset Public School system offers Internet access to its students and staff. The primary purpose of providing access to these resources is to support the educational mission of the Cohasset Public Schools. The Cohasset Public Schools expect that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Cohasset Public Schools make no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Cohasset Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. The [insert name] Public Schools has installed special filtering software in an effort to block access to material that is not appropriate for children.

II. **Unacceptable Use**

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Cohasset Internet Service and Cohasset proprietary information.

Using the Cohasset Internet service for more than incidental personal use, or any personal use

that:

1. interferes with Cohasset Public Schools operation of computing facilities or electronic mail services;

2. burdens Cohasset Public Schools with noticeable incremental cost; or

3. disrupts the educational mission of Cohasset Public Schools;

4. disclosing, using or disseminating personal identification information about self or others;

5. accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;

6. using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;

7. using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;

8. vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;

9. copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of building principal;

10. plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;

11. using the Internet service for commercial purposes;

12. downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Director of Technology; and

13. overriding the Internet filtering software.

14. Using list services or similar broadcast systems maintained by the school for purposes beyond their intended scope to amplify the widespread distribution of unsolicited mail (“spam”).

15. Sending or posting of Cohasset Public Schools proprietary information and materials outside Cohasset Public Schools.

16. Use of Cohasset Public Schools’ Internet services to access systems on the Internet in ways not intended by their owners. Specifically, any activity to gain unauthorized access or use of those systems while using Cohasset Public Schools’ Internet services is prohibited.

III. **Safety Issues**

Use of the Internet has potential dangers. Information regarding child safety and the Internet is available through the Massachusetts Attorney General’s Office at www.ago.state.ma.us. Users are encouraged to review materials pertaining to Internet safety.

The following are basic safety rules pertaining to all types of Internet applications.

1. Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.

2. Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.

3. Immediately tell building principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable.

**COHASSET MIDDLE HIGH SCHOOL LANGUAGE LABORATORY ACCEPTABLE USE POLICY**

Cohasset Middle High School and CEF have made a major financial investment in language laboratory equipment to provide educational opportunities for its students. In order to maintain proper care of the equipment, parent/guardian and students must sign this policy statement to indicate that they are aware of the rules and understand the consequences should the rules be violated. Students who do not have this policy statement on file will be denied use of the language lab.

In addition to the rules listed below, students must also comply with the Internet/Computer Acceptable Use Internet Policy of the school.

**Prohibited Activities**

1. No food, gum or drinks.

2. No pens or markers allowed.

3. No iPods, cell phones, or individual headsets allowed.

4. Do not change any computer settings.

5. Do not open any programs or websites unless instructed to do so.

6. Do not touch the teacher console.

**Consequences**

1. Students may be held financially responsible for repairing any vandalized furniture or equipment in the lab.

2. Students violating these rules will be subject to disciplinary actions that may include but are not limited to notification of parents/guardians of the infraction, detention, denial of lab access for that day or for an extended period of time.

**Entering the Lab**

At the beginning of each lab session, all students will participate in an “all systems go” check of their workstations and will:

a. Inspect headphones for breakage.

b. Inspect workstation surface for writing.

c, Inspect monitor for evidence of damage.

d. Students must immediately alert their teacher about any problems they encounter.

**Using Lab Stations**

1. Sit in assigned seat only.

2. Quickly log on and quietly await instructions.

3. Do not spin or tip chairs back that cause cords from headsets to break and unplug.

4. Only pencils are permitted in the lab.

5. Do not write on monitors, computers or work stations.

6. Do not engage in any computer activity until instructed.

**Using Headsets**

1. Use headset that is hung to the left side of your work station.

2. Treat headsets with care and do not bend or unplug headsets.

**Exiting the lab**

1. Stations must be left clean and in ready position for the next class.

2. Chairs must be pushed in and headsets hung up properly on left side.

3. Quietly return to class.

*Please return the form below to your language teacher.*

**Student Language Lab Acceptable Use Policy- Return Form to Language Teacher**

We have read the CMHS Language Lab Acceptable Use Policy and agree that the student user below will abide by its provisions.

**STUDENT**

(Please print name) (Signature) (Date)

**PARENT/GUARDIAN**

(Please print name) (Signature) (Date

4. Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify building principal.

IV. **Privacy**

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. The Cohasset Public School system reserves the right to examine all data stored on diskettes involved in the user's use of the Cohasset Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

V. **Violations**

Access to the Cohasset Internet service is a privilege not a right. The Cohasset Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The district will advise appropriate law enforcement agencies of illegal activities conducted through the Cohasset Internet service. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

**Adopted by School Committee: May 16, 2007**

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**Student Internet Acceptable Use Policy - Return Form**

We have read the [insert name] Public Schools' Internet Acceptable Use Policy and agree that the student user identified below will abide by its provisions. We also:

1. understand that violations of this policy may result in disciplinary action;

2. that the [insert name] Public Schools has installed special content filtering software but that no filter is perfect and, in rare instances, there may be unintentional access to inappropriate material; and

3. agree to hold harmless the school district and its representatives for materials acquired through the [insert name] Internet service and for the way the student user chooses to use the access to the Internet.

**STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_**

(Please print name) (Signature) (Date)

**PARENT OR GUARDIAN**

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(Please print) (Signature) (Date)