



ACCEPTABLE USE GUIDELINES FOR STAFF AND STUDENTS

The Nauset Public Schools (NPS) provide access to computers, networks, and the Internet for all students and staff. Nauset Public Schools adheres to the legal requirements of CIPA, COPPA, and the eDiscovery laws. The expectations for staff and student use follow.

EMAIL

NPS provides all staff and students (in grade 6-12) with an email address. These accounts are provided for school business and schoolwork. Do not say anything in an email that you would not want made public. NPS email accounts should not be used for personal or outside business communications. There is no expectation of privacy with district-provided accounts.

- Some email accounts are archived as per the eDiscovery law.
- Staff and students shall not change the password on their NPS email account.
- Staff and students are permitted to access their personal email accounts while at school.

NETWORK AND FILTERING

With the advent of many applications being housed on servers outside of our schools, the bandwidth coming into the school is at a premium. To mitigate this problem and allow access to the Internet for research and the use of online applications, staff and students are not to stream video or audio during regular school hours. This includes, but is not limited to, YouTube or any video-hosting site including Facebook, Internet radio, and Second Life. Permission may be granted to stream media for special purposes at the discretion of a school or district administrator. Before and after-school streaming is permitted.

If a site is blocked via the filtering system subscription, staff may unblock the site temporarily for access in support of teaching and learning. No staff member or student is allowed to use a by-pass or tunneling site to gain access to a blocked site.

Non-district owned computing devices of any type, including laptops, cell phones, and other network-ready devices, may not be attached to any district network, whether via wireless or wired. Permission may be granted for special circumstances by contacting the Director of Technology.

SOFTWARE AND COMPUTER SETTINGS

The computers in the district are owned by the district and are not your personal property. No settings, icons, backgrounds, desktops, or permissions may be changed on a district computer. In addition, software must be owned by the district in order to be installed on a district-owned computer. If you wish to donate software from home, please bring in all the manuals and disks and request a donation letter from an administrator.

Staff and students are also reminded that personal music files should not be loaded on a district computer unless the district owns or purchases the CD or music.

GOOGLE APPS AND ONLINE TOOLS

All staff and students in grades 6-12 have access to the Google Applications suite of tools and other online tools. Teachers and students use these applications for collaborative schoolwork. In addition, the staff and students may also utilize their NPS-provided email address for signing up for Web 2.0 tools.

PASSWORDS AND COLLABORATIVE SITES

Staff and students are reminded that no NPS-assigned passwords should be shared at any time. If your account has been compromised, please contact the Director of Technology. No one is permitted to login using anyone else’s password to any computer, file server, or Internet site.

With the extensive use of online collaborative and social networking sites as well as the use of email, it should be understood that staff and students will not engage in the following:

- Flaming – Online fights using angry and vulgar electronic messages
- Harassment – Repeatedly sending nasty, mean and insulting messages
- Denigration – Sending or posting rumors to damage a person’s reputation
- Impersonation – Pretending to be someone else and sending material to get that person in trouble
- Outing – Sharing someone’s secrets or embarrassing info or pictures online
- Exclusion – Intentionally and cruelly excluding someone from an online group
- Cyberbullying – Repeated, intense harassment that includes threats and creates fear
 - (adapted from <http://doug-johnson.squarespace.com/storage/cyberbullying77.pdf>)

ANY INFRACTIONS OF THESE GUIDELINES MAY BE SUBJECT TO LOSS OF ACCESS TO THE NAUSET PUBLIC SCHOOLS ACCOUNT, NETWORKS, COMPUTERS, AND ADDITIONAL DISCIPLINARY ACTION.

For Staff: I have read the Guidelines above and understand my rights and responsibilities for use of Nauset Public Schools email and networks.		
Staff printed name	Staff signature	Date

For Students and Parents: We have reviewed the Guidelines and understand the rights and responsibilities for use of Nauset Public Schools email and networks.		
Student printed name	Student signature	Grade level
Parent signature		Date

For parents of grade 6-8 students: I give permission for my child to have access to a Nauset Public Schools email account for collaborative schoolwork using online applications.
Signature: