

## **Town of Webb UFSD - Acceptable Use Policy**

The responsible use of computers and computer networks is a powerful tool in the support of the instructional program. The purpose of the Town of Webb UFSD Educational Information Network is to provide quality, equitable, efficient access of technology resources to support and enhance our curriculum. In support of the Town of Webb UFSD vision, access to our network will provide connections to worldwide resources and facilitate local, regional, and worldwide communications. This policy outlines acceptable and unacceptable use of the Town of Webb UFSD School Network, an area network linking the school with administration, the internet and the world.

### **Acceptable/Ethical Use**

- The sole intended use of the TOW UFSD network is limited to educational purposes.
- You are responsible for your own behavior. The TOW UFSD network is a collection of shared resources and operates best when used appropriately.
- Access to network resources is dependent upon agreeing to terms of use. This means if you use the school's computers, you have ALREADY agreed to behave and follow the rules.
- Use only your password to access only your own files. Leave other people's electronic property alone. Your personal folder and Google account are similar to your locker/desk. It is to contain only your items, but is not your property; it belongs to the school and may be examined by a school employee at any time.

### **Unacceptable Use**

- Any use of the TOW UFSD network for commercial or political purposes.
- Use of anyone else's ID or password or using/tampering/altering files other than your own.
- Use of the TOW UFSD network for illegal, inappropriate or obscene purposes. School officials reserve the right to define what is inappropriate or obscene for the educational setting.
- Software may only be installed by TOW UFSD authorized staff. (Your assigned computer remains property of TOW UFSD).
- Personal electronic devices, non TOW UFSD equipment (i.e. laptops, computers, phones, wireless access points, etc.) are prohibited for use on the TOW UFSD network unless permission is granted through the Bring Your Own Device agreement.
- Vandalism, in any form is prohibited. This may include, but is not limited to, physical mistreatment of equipment, the introduction of viruses or harmful programs, tampering with files, resources or the intentional corruption of systems. An attempt at any of these acts is also vandalism. All reported instances may result in the suspension of privileges and/or criminal prosecution.
- Any access to files other than those authorized for the specific user by TOW UFSD is a crime, which may result in a felony arrest.

### **Internet Access**

- All student, faculty and staff computers will have a system in place (Lightspeed) to filter the internet content and manage access to non-curriculum related website ads required by law. The user is not to attempt to bypass this filter either at home or at school.
- No unfiltered internet accounts will be provided for student use. However, this filtering system does not preclude the possibility of getting to inappropriate sites. It is still the responsibility of the student to make sure that they are visiting appropriate and educationally purposeful sites.
- Bypassing of the filtering system through other applications, software or proxy servers is strictly prohibited and could lead to loss of privileges and access to the TOW UFSD network.

**Electronic Mail**

- Electronic mail is provided to support the instructional program and provide access to specific apps, tools or programs.
- Access is limited to educational purposes.
- Students are expected to read email on a regular basis and manage accounts appropriately.
- Sharing of passwords is strictly prohibited. Each student is responsible for his/her account, including safeguarding access to the account. All email originating from the account is deemed to be authorized by the student.
- Incoming email is scanned for viruses, but it is impossible to guarantee protections against all spam and viruses. Attachments should only be opened when the student is certain of the nature of the message. If in doubt students should contact the sender.
- Email accounts (including calendar function) are accessed via [towschool.org](http://towschool.org)

APPROVED: BOARD OF EDUCATION  
REVISED:

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