

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 Cohasset 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:
- or interferes with Cohasset Public Schools operation of computing facilities or electronic mail services; or burdens Cohasset Public Schools with noticeable incremental cost; or disrupts the educational mission of Cohasset Public Schools;
- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- 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;
- 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;
- 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;
- 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;
- 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;
- using the Internet service for commercial purposes;

- 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
- Overriding the Internet filtering software.
- 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").
- Sending or posting of Cohasset Public Schools proprietary information and materials outside Cohasset Public Schools.
- 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.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell building principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- 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