

Cotting School, Inc.

453 Concord Avenue • Lexington, MA 02421

Staff ACCEPTABLE USE POLICY School Network, Internet, Communication & Equipment 2018-2019

Note: All employees must sign the Acceptable Use Policy (AUP) annually. Signed copies will be kept on file in the Technology Department Office.

Cotting School's goal in providing network resources and Internet access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access is to be used in a responsible, efficient, ethical and legal manner and in accordance with the mission of the school. Failure to adhere to these guidelines typically results in the suspension or revocation of user privileges. Additionally, inappropriate behavior may be subject to additional disciplinary action including termination.

All Cotting School employees are authorized to use the school's network resources and Internet connection, and will be issued individual e-mail accounts.

Cotting School will not be liable for the actions of anyone connecting to the Internet through this network. All users shall assume full liability, legal, financial, or otherwise, for their actions. Users should be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

In addition, Cotting School assumes no responsibility for any information or materials that are transferred through the Internet.

The person under whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person. Staff passwords must be changed annually.

Cotting School uses a filtering system to track and monitor all computer use on the network. The filtering system is designed to prevent access to educationally inappropriate sites. Faculty can request that a specific site be blocked or unblocked. Such decisions will be made by those responsible for monitoring the filtering in the Technology Department and/or the Chief Academic Officer and/or the Chief Operating Officer.

Due to the nature of the Internet, even with supervision, it is impossible to control all materials users may come across, and a user may discover controversial information not deemed suitable for children or teenagers. Students should immediately report any inappropriate material they access to a teacher or other staff person. Staff should not share inappropriate materials or their sources with other staff. *Staff must email the web address of the inappropriate site to the Director of Technology immediately so that it can be added to the blocked list.*

Certain procedures are followed as Internet resources are integrated into classrooms:

- The school provides faculty members with information about the Internet and its uses and possible misuses so that these issues can be discussed with students. Training on technology integration includes information about teaching students how to use the Internet safely and appropriately.
- Students have access to the Internet and certain network resources only under their teachers' supervision.

Internet Privacy Protections and Considerations for Students

Cotting School has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications:

Guidelines:

- Only first names will be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address, phone number, social security number, SSAID, student or family E-mail address be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.

Communication with Parents & Students:

Employees are to communicate with students and parents through the school email system only. Employees may not use personal email or screen names to communicate with students and parents. In addition, employees may not visit student or parent Facebook or other social networking pages nor may students or parents be encouraged to visit employee Facebook or other social networking pages. Employees are not to text message students or parents.

Student Data:

Student data should be used, maintained and transported in accordance with Cotting's Technology and Privacy Policies.

Personal Equipment on Cotting School Network

Cotting School gives permission to staff members to connect non-Cotting owned equipment (laptop, iPad, iPod Touch, smartphone, etc.) to the School's network resources to improve professional productivity and school-related business. If interested, **staff must fill out an agreement form which can be found at All Things Tech - Cotting's Tech Information Site - bit.ly/CottingTech - Forms - fill out and submit online.**

Unacceptable uses of Cotting School's Network or Internet connection:

1. Violation of the School Network, Equipment, and Internet Acceptable Use Policy or any provision in the Student Handbook or Employment Manuals.
2. Transmission of material that is false, derogatory, profane, vulgar or sexually explicit, or any other material that would be offensive or harassing to a reasonable person (e.g., a racial or ethnic slur).
3. Downloading from the Internet of sexually explicit or other offensive materials, software programs, or any copyrighted or trademarked materials.
4. The unauthorized installation of any software, including shareware and freeware, for use on Cotting School computers is prohibited.
5. Viewing or posting messages to web sites that contain sexually explicit, racist or other similar material that the School considers offensive.
6. Attempting to disguise your name or the origin of any transmission over any of the school's communication systems.
7. Copying commercial software or other material in violation of federal copyright laws.

8. Use of network and/or equipment for financial gain, commercial activity, or any illegal activity is prohibited.
9. Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher.
10. Users must avoid spreading computer viruses, and all downloaded files must be virus-checked. A deliberate attempt to degrade or disrupt system performance is a violation of the law.
11. Personal and/or District-owned computers and other devices are not permitted on the Cotting School network without consent from the Director of Technology. This includes communication devices.

Email

- All faculty and staff have access to Cotting School's e-mail system during and after school hours.
- Inappropriate use of e-mail will not be tolerated and users risk losing their accounts/privileges.
- All email activity is monitored, logged and archived.

DO

1. Do check your email daily.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending and confirm you are sending it to the right person.
4. Do delete email messages from your family, and other unimportant email.
5. Do take care not to express views that could be regarded as defamatory.
6. Do remember email messages **are not** guaranteed to be private. The system operator of Cotting School's Network has access to all mail in order to maintain the system. All e-mail messages are the property of the school and are subject to monitoring by the school.
7. Do remember ALL email that contains information about a student is legally considered to be a part of their school record. Please make sure you state only the facts in your email.
8. Do be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended.

DO NOT

1. Do not use your personal email account to email a parent.
2. Do not visit student or parent Facebook or other social networking page.
3. Do not text message students or parents.
4. Do not delete any email containing communication about a student.
5. Do not post the personal address or phone number of students or colleagues.
6. Do not publicly criticize or inflame others.
7. Do not contribute to junk mail.
8. Do not send unnecessary or long attachments.
9. Do not print email messages unless absolutely necessary.
10. Do not send unnecessary messages such as festive greetings or other non-work items by email.
11. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
12. Do not repost/forward personal communications without the author's prior consent.

Cotting School makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Cotting School, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

Cotting School reserves the right to examine all data stored on all computers and the network to make sure that all users are in compliance with these and all legal regulations.

Cotting School strongly condemns the illegal distribution of software, otherwise known as pirating. Any user found transferring such files through the Internet shall have their future Internet access denied.

Cotting School reserves the right to change these rules at any time without notice.

Adopted October 2001. Revised May 2012, Updated June 2013, Updated August 2014. Updated October 2014, Aug 2015.
June 2016. August 2017. July 2018

2018 - 2019 School Network, Equipment, Communication and Internet Use Agreement

*To be used by Cotting School Staff.

I have read, understand and will abide by the School Network, Equipment, and Internet Use Agreement.

I realize that the primary purpose of Cotting School's Internet Connection is educational; hence, educational purposes shall take precedence over others.

I agree not to participate in the transfer of inappropriate or illegal materials through Cotting School's Internet Connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of user privileges, disciplinary action, and/or legal action.

I agree not to participate in the transfer of material that may be considered treasonous or subversive via the Cotting School's Internet connection.

I realize that all email and Internet use is subject to monitoring and review by administration and network administrators at any time. **At no time should information contained in email be considered confidential or private.**

I understand that if I would like to connect my personally owned device such as a smartphone or laptop, I must fill out an agreement form with the Director of Technology.

Parent & Student Communication:

I agree to communicate with students and parents through the school email system only. I understand that I may not use personal email or screen names to communicate with students and parents. In addition, I may not visit student or parent Facebook or other social networking pages nor may students or parents be encouraged to visit employee Facebook or other social networking pages. I will not text message students or parents.

Student Data:

I agree to use, maintain and transfer student data in accordance with Cotting's Technology and Privacy Policy.

I release Cotting School and all other organizations related to Cotting School's Internet Connection from any liability or damages that may result from the use of the Internet Connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Signed, _____ Date _____

Name (printed) _____

June 2013. October 2014. August 2015. June 2016. Aug 2017. July 2018