

DANBURY PUBLIC SCHOOLS
Danbury, Connecticut

POLICY

***COMPUTER & INTERNET ACCEPTABLE
USE - STAFF***

Adopted: 10/27/99

Policy No. 4-302

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All technology resources and facilities, both hardware and software, are the property of the Danbury Public Schools and should be used solely for legitimate and authorized instructional, administrative and public service purposes. The Internet is considered an information source for students and staff. It is used as a part of curriculum, instruction and research. The wide area network allows students and staff to communicate and share information within and between buildings. District wide policies and regulations are intended to protect the network and make communications reliable. To maintain the integrity of the network, users are allowed to access appropriate software as needed, but not to install or modify existing hardware or software. Students and staff are trained in the appropriate use of the computer, the network, and the Internet. They are in turn expected to exhibit responsible behavior in the use of all resources.

RESPONSIBLE BEHAVIOR

The Danbury School System is responsible for:

- Maintaining an Acceptable Use Policy for network access.
- Providing training for administration and staff in the appropriate, ethical, responsible, and effective use of the information technology.
- Assuring that the users understand that failure to adhere to this Acceptable Use Policy will result in loss of privilege and/or disciplinary action.
- Making the users knowledgeable of privacy, copyright infringement, e-mail etiquette, computer viruses, and intended use of Internet resources.

Because filtering devices are not dependable means of preventing student access to inappropriate sites and materials, teachers shall instruct students to follow the guidelines in this acceptable use policy. In the case of mistakenly arriving at an inappropriate site, the user shall immediately back out of the site and students shall inform their teachers of the occurrence.

Users are advised that federal and state law protect intellectual material from copyright infringement and plagiarism. Electronically published resources may be copied only for the purpose of private study, scholarship or research. Material copied under these guidelines must include an appropriate citation of its source. It is the intent of the Danbury Public Schools to adhere to software copyright laws and to comply with

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license agreements. Only the legal number of copies will be made or used on school equipment. School employees and students are legally responsible for following these guidelines.

It is important that everyone understand, students and parents alike, that the Danbury Public Schools, as the owner of the network equipment, both hardware and software, intends to monitor and review the use of this technology to ensure that users engage only in appropriate uses. The Danbury Public schools will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the network for educational purposes.

As part of the monitoring and reviewing, the Danbury Public Schools will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as the message delete function for e-mail and your personal password can be bypassed for these purposes. The Danbury Public Schools' ability to monitor and review is not restricted or neutralized by these devices.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of the network.

The Danbury Public Schools reserves the right to alter, amend, delete or discontinue the foregoing policies in whole or in part, at any time and in its absolute discretion.