

# Acceptable Use Policy (2008-09)

## Milford Public School System

### Acceptable Use of the Computers and the Internet/Intranet Agreement

Computers and Internet access are available to students and teachers in the Milford Schools. The Board of Education is pleased to bring this access to Milford and believes the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

To ensure that only authorized staff and students who understand the bounds of permitted use will have access to the Internet/Intranet, Milford Public Schools must obtain the documented permission of a student's parent or legal guardian before the student may access the computers.

1. The use of the computers is a privilege. As the owner of both the hardware and software that is available, the Milford Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet/Intranet must be in support of education and research consistent with the educational goals and objectives of the Milford Public Schools.
3. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
4. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer and any other electronic media. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
5. Users must not interfere with others' work or with the performance of the computer(s), both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism and/or any attempt to harm or destroy data of another user.

Users will not introduce portable devices (wireless included) to the Milford Public Schools Network. These devices include, but are not limited to: portable gaming consoles, wireless cell phones (including iPhones), and personal laptops. **The use of storage devices, i.e. thumb drives, is permissible by both students and staff. Their use is limited to the transfer of school related work. All portable storage devices must be scanned for viruses before use.**

6. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
7. Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:
  - Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
  - Chain letters and pyramid schemes (chain letters with money) are illegal.

*(continued)*

- Bulk posting to individuals or groups to overload the system (i.e., “spamming”) is prohibited.
  - Using the Internet to harass or embarrass someone is prohibited. All blogspaces will be treated as classroom spaces and include appropriate use of language and be created and maintained in accordance with all school rules and Board of Education policies.
  - The Milford Public Schools forbids cyberbullying. Cyberbullying is the use of computers to bully others. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, Web site postings, including blogs or other social networking sites.
8. Electronic mail is not guaranteed to be private. People who operate the system have access to all e-mail activity. Inappropriate messages can result in suspension of privileges and may result in other disciplinary or legal actions.
9. Student users must always get permission and follow instructions before accessing the network. Student users must sign in each time they use the network. Student users must be supervised when accessing the network.

As amended: October 10, 2008  
Milford Public Schools