



**Pembroke Public Schools**  
**School Committee Policy**

**POLICY IJNDB: ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Pembroke Public Schools (PPS) shall provide access for “users” to the system/network including access to external networks (Internet and web sites) for “educational purposes” and/or for the sole purpose to complete assigned tasks. “Users” shall be defined as Pembroke Public school employees, students, and/or other users authorized by the Superintendent or his/her designee. “Educational purposes” shall be defined as classroom activities, career and professional development and appropriate activities of an educational nature for students. The system/network will be used to increase communication, enhance productivity, and assist users to improve existing skills and acquire new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, government agencies, and other partners necessary in the execution of PPS district business.

The Pembroke Public Schools (PPS) is equipped with wireless Internet access in various locations. Students and staff may bring their own personal wireless technology devices for use consistent with this Acceptable Use Policy. **The PPS is not responsible for any loss, theft or damage to personal technology devices.** Students must comply with any staff request to shut down their device at any time;

#### AVAILABILITY

The Superintendent or his/her designee shall implement, monitor, and evaluate the PPS district’s system/network for instructional and administrative purposes and implement changes as necessary.

Access to the system / network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and guidelines governing the use of the system and shall agree in writing on an annual basis to comply with such regulations and guidelines. Noncompliance with applicable regulations and guidelines may result in suspension or termination of user privileges and/or other disciplinary actions consistent with the policies of the Pembroke Public Schools. Violations of law may result in criminal prosecution and disciplinary action by the Pembroke Public Schools.

#### ACCEPTABLE USE

The Superintendent or his/her designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purpose and mission of the Pembroke Public Schools and policy governing copyright.



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**MONITORED USE**

Electronic mail transmissions and other use of electronic resources by users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

**FILTERED ACCESS**

The Pembroke Public Schools will use available technology to protect users from inappropriate materials. Although this filtering technology is useful and, in most cases effective, staff will need to provide on-site supervision of students using the Internet. The technology is not a substitute for on-site supervision.

**LIABILITY**

The Pembroke Public Schools shall not be liable for user's inappropriate use of electronic resources, violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The Pembroke Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on networks external to the Pembroke Public Schools.

Recoded policy 3.15

**Policy Cross References: IJNDB-R Acceptable Use and Internet Safety Regulations**

**ADOPTED: March 26, 2013**

REVISION 1<sup>ST</sup> READING: March 12, 2013

REVISION 2<sup>ND</sup> READING: March 26, 2013

**ADOPTED: December 17, 2008**

First Reading: November 18, 2008



**Pembroke Public Schools**  
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**POLICY IJNDB-R: ACCEPTABLE USE AND INTERNET SAFETY REGULATIONS**

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The Pembroke Public Schools (PPS) is equipped with wireless Internet access in various locations. Students and staff may bring their own personal wireless technology devices for use consistent with this Acceptable Use Policy. **The PPS is not responsible for any loss, theft or damage to personal technology devices.** Students must comply with any staff request to shut down their device at any time;

A user who violates PPS policy or administrative guidelines will be subject to suspension of and/or termination of the system network privileges and will be subject to disciplinary action and/or prosecution. The PPS will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the PPS’s system/network.

The following are PROHIBITED:

1. Commercial use of the system/network.
2. Use of the system/network for illegal purposes, in support of illegal activities or any activity prohibited by PPS policy.
3. Downloading and/or streaming for non-educational or non-work related purposes.
4. Use of inappropriate language, swearing, vulgarity; ethnic or racial slurs, and other inflammatory language.
5. Non-authorized attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send /receive electronic mail.
6. Pretending to be someone else when sending / receiving messages.
7. Harassment of others.
8. Transmitting or viewing obscene material.
9. Any malicious attempt to harm or destroy equipment, materials, data, or programs.
10. Forgery or attempted forgery.
11. Attempting to bypass the PPS network filters that are applied to all Internet connections.
12. Knowingly infecting the PPS network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data. This is a violation of the AUP policy and will result in disciplinary action, up to and including legal prosecution.
13. Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies. This is a violation of the AUP policy and will result in disciplinary action, up to and including legal prosecution.



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### For all Users:

Users are NOT permitted to configure their own computing devices (iPhone, iPad, Droids, etc.) as a networked access point for other users to access the Internet. Users should only connect to the Internet through the access points provided by the PPS or through their personal mobile service provider

1. Incidental and personal use of the Internet is allowed as long as it does not interfere with job responsibilities.
2. The PPS will provide each user with copies of the Acceptable Use Policy (AUP) and guidelines on an annual basis.
3. Access will be granted only with a current dated and signed access agreement.
4. Where applicable, the PPS will provide training to users in the proper use of the system/network.
5. Account names will be recorded and kept on file.
6. Passwords are confidential and shall be protected by the user. User identifications and passwords should not be shared or displayed.
7. Individual users shall at all times, be responsible for the proper use of accounts issued in their name.
8. Electronic mail use will be confined to services provided and/or approved by the PPS.
9. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
10. Revealing personal information (addresses, phone numbers, etc.) by users on others is prohibited except with express their written consent.
11. System users should purge electronic information according to legal or regulatory requirements where applicable. When there is no presiding law or regulation, the PPS guidelines should be followed.
12. Personal technology equipment (equipment not owned and issued by the PPS, to include but not be limited to personal computers, laptops, switches, wireless devices and portable storage devices) shall not be placed on the PPS Wired network without permission from the system administrator.
13. Copyrighted software or data shall not be placed on the PPS network systems or individual computers without permission from the holder of the copyright and the system administrator.
14. System users may redistribute copyrighted materials only with the permission of the copyrighted holder or designee. Such permission must be specified in the document or in accordance with applicable copyrighted laws, PPS policy and administrative guidelines.
15. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of PPS district policy and /or criminal activity under applicable state and federal law.
16. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
17. The PPS has the right to collect and examine any student device that is suspected of causing network problems, or was the source of an attack or virus infection.
18. Technology devices must be muted when appropriate to the school environment.



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**For Students:**

Students' use of the Internet will be supervised by teachers and designated staff in a manner that is appropriate for students.

Cyber bullying is repeated, electronic based bullying via computers or personal devices such as iPad, iPhone, Droids, among students. Cyber bullying usually involves abusive or cruel message or comments posted on social network sites, in chat rooms or on websites.

Students found to be cyber bullying will face consequences consistent with the anti-bullying plan of the PSD, and all applicable sections of the respective school student handbooks.

**Oversight:**

1. Principals or their designee will be responsible for the following:
  - a. Disseminating and enforcing policies and guidelines in the building(s) under their control.
  - b. Ensuring that all users complete and sign an agreement to abide by policies and guidelines regarding use of the system/network.
  - c. Ensuring that training is provided to users on appropriate use of electronic resources.
2. Principals or their designee are authorized to monitor or examine all system activities related to the building under their control, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
3. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.

This guideline is representative of the permitted Internet uses in the PPS and provides a description of prohibitive practices which is as complete as possible as of the date of adoption. The PPS reserves the right to modify supervision, permitted uses and prohibited conduct in the event that circumstances arise which warrant modification and may not be included in the policy. The principles set forth in the opening two paragraphs govern the usage of our Internet resources, and any such modifications will be designed to further the principles set forth in said paragraphs.

Recorded policy 3.15

CROSS REFERENCE: IJNDB

CROSS REFERENCE: Elementary Handbooks, PCMS Handbook and PHS Handbook

**ADOPTED: March 26, 2013**

REVISION 1<sup>ST</sup> READING: March 12, 2013

REVISION 2<sup>ND</sup> READING: March 26, 2013



**Pembroke Public Schools**  
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**ADOPTED:** September 4, 2012

REVISION 1<sup>st</sup> READING: August 21, 2012

REVISION 2<sup>nd</sup> READING: September 4, 2012

**ADOPTED:** December 17, 2008

1<sup>st</sup> READING: November 18, 2008