

Medford Public Schools Medford, Massachusetts

Software Policy

Approved by School Committee

General Statement of Policy

The Medford Public Schools licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, the Medford Public Schools has no right to make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of the Medford Public Schools' computer environment from viruses.

It is the policy of the Medford Public Schools to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Medford Public Schools is a party. The Medford Public Schools' employees and others working on behalf of The Medford Public Schools (such as independent contractors) may not:

1. duplicate any licensed software or related documentation for use either on The Medford Public Schools premises or elsewhere without obtaining written permission from the Technology Department/Network Administrator and then only provided The Medford Public Schools is expressly authorized to duplicate the software by agreement with the licensor
2. use software on multiple machines or local area networks unless authorized by The Medford Public Schools' license agreements
3. give software used by the Medford Public Schools to any third parties, including contractors and customers
4. use or install on any Medford Public Schools' computer system any software that has not been provided by the Medford Public Schools or approved by the Technology Department/Network Administrator. Any personal software approved for use shall be registered with the Technology Department and shall be recorded as personally owned. Approval may be withheld by the Technology Department/Network Administrator for any reason. In the event the Technology Department/Network Administrator believes, in his or her sole discretion, that approved software may harm computer equipment, is improperly licensed or is infected by a computer virus, the Technology Department/Network Administrator may direct the employee or contractor to remove the software from The Medford Public Schools' computer equipment and the employee shall comply with such direction.

Unauthorized duplication of software may subject employees and/or The Medford Public Schools to both civil and criminal penalties under the United States Copyright Act.

Acquisition of Software. All software acquired by The Medford Public Schools must be approved in purchase by the Technology Department/Network Administrator. Software acquisition is restricted to ensure that The Medford Public Schools has a complete record of all software that has been purchased for The Medford Public Schools computers and can register, support and upgrade such software. **The Medford Public Schools will not provide support for software that has not been approved for purchase pursuant to the terms of the Medford Public Schools Computer Software Policy.**

Registration of Software. When software is delivered, it must be first delivered to the Technology Department/Network Administrator to complete registration and inventory requirements. Software purchased by the school department must be registered in the name of the Medford Public Schools. The Technology Department/Network Administrator shall maintain a register of all of the Medford Public Schools' software and shall keep a library of software licenses. The register must contain: (a) the date and source of software acquisition; (b) the location of each installation; (c) the name of the authorized user; (d) the existence and location of back-up copies; and (e) the software product's serial number.

Installation of Software. After the registration requirements above have been met, the software may either be installed by the Technology Department/Network Administrator or the individual who will be using the software. Manuals, tutorials and other user materials should be provided to the user. A copy of the applicable license agreement shall be provided to the user. Once installed on the hard disk, the original diskettes shall be kept in a safe storage area maintained by the Technology Department/Network Administrator.

Home Computers. The Medford Public Schools' computers are district assets and must be kept virus-free. Software used on these computers must be used in accordance with this policy. The Medford Public Schools-owned software may not be loaded on a computer owned by an employee without the permission of the Technology Department/Network Administrator.

Shareware. Shareware software is copyrighted software that is distributed freely through bulletin boards and online systems. It is the policy of The Medford Public Schools to pay shareware authors the fee they request for use of their products. Registration of shareware products will be handled the same way as commercial software products.

Periodic Audits. The Technology Department/Network Administrator will conduct audits of all The Medford Public Schools computers to ensure that The Medford Public Schools is in compliance with all software licenses. During such audits, scanning and elimination of computer viruses will also be done. Employees are expected to cooperate with such audits.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of Medford Public Schools' Software policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Signature

Date

Printed name

Medford Public Schools Medford, Massachusetts

Computer Network and Internet Access Guideline

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Computer Network and Internet do so at their own risk and the Medford Public Schools are not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Computer Network and Internet at Medford Public Schools is governed by the following policy:

Permitted Use of Internet and The Medford Public Schools Computer Network

The computer network is the property of Medford Public Schools and is to be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use The Medford Public Schools’ computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Activities

Without prior written permission from the Medford Public Schools, the Medford Public Schools computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not:

- interfere with the user’s or any other employee’s job performance
- have an undue effect on the computer or the Medford Public Schools network’s performance
- violate any other policies, provisions, guidelines or standards of this agreement or any other of the Medford Public Schools. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Medford Public Schools.

Duty Not to Waste or Damage Network Computer Resources

Accessing the Internet

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to the Medford Public Schools' network must do so through an approved Internet firewall or other security device. Bypassing the Medford Public Schools' computer network security by accessing the Internet directly by other means is strictly prohibited.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Network or Internet.

Virus detection

Files obtained from sources outside the Medford Public Schools, including media brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the Medford Public Schools' computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Medford Public Schools sources, without first scanning the material with The Medford Public Schools approved virus checking software. If you suspect that a virus has been introduced into the Medford Public Schools' network, notify The Medford Public Schools Network Administrator immediately.

No Expectation of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the Medford Public Schools' computer equipment. The computer network is the property of the Medford Public Schools and may be used only for The Medford Public Schools purposes.

Waiver of privacy rights

Users expressly waive any right of privacy in anything they create, store, send or receive using the Medford Public Schools' computer equipment or Internet access. User consents to allow The Medford Public Schools personnel access to and review of all materials created, stored, sent or received by User through any The Medford Public Schools network or Internet connection.

Monitoring of computer and Internet usage

The Medford Public Schools has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content.

The Medford Public Schools has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of Medford Public Schools' Computer Network and Internet Access policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Signature

Date

Printed name

Medford Public Schools Medford, Massachusetts

Acceptable Use Policy Staff

Approved by School Committee

The Medford Public Schools supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

Acceptable Use Policy Agreement

I accept that using computers and accessing the Internet is an educational advantage afforded me by the Medford Public School District and that inappropriate use of computers may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by the school district.

I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information which is not appropriate.

I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet can be monitored.

I will not access information which is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

I will not conduct business transactions, commercial activities or political lobbying.

I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet on-line. I agree not to meet with any stranger that I have met online. I will not publish personal information about other users or pretend to be someone else when sending or receiving information.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass or bully others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.

I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.

I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.

**Medford Public Schools
Medford, Massachusetts**

**Acceptable Use Policy
Staff Acceptance Form**

I understand and agree with the school district contract for computer use in the schools and that the Medford School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system or network.

I understand that should I break this contract my access to computers will be revoked and disciplinary actions taken.

This user agreement will be renewed each academic year.

Staff Name (Print) _____

School _____ Department _____

Staff Signature _____ Date _____