

Computer Network Acceptable Use Policy

Network

1. The purpose of the Harvard Public School's Network is to promote the exchange of information and research consistent with the mission of the school system. The use of other organization's network or computing resources must comply with the rules appropriate for this network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and/or material protected by trade secret.
2. Harvard Public School's Network is not for private or commercial business use, political or religious purposes.
3. Any use of the Harvard Public School's Network for illegal activity is prohibited. All communications and information accessible via the network should be assumed to be the private property of the source.
4. Use of the Harvard Public School's Network to access obscene or pornographic material, or chat groups is prohibited.
5. As a network user, you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, being polite (so do not get abusive in your messages to others), use appropriate language (do not swear, use vulgarities or any other inappropriate language).
6. Do not reveal your personal address or phone numbers to students or colleagues.
7. Do not use the network in such a way that you would disrupt the use of the network by other users.
8. Use of programs that harass the Harvard Public School's Network users or infiltrate the computing system and/or damage the software components is prohibited.
9. Subscriptions to Listservs, bulletin boards and on-line services must be preapproved by the Network Administrator.
10. Absolutely NO computer system settings are to be copied or altered in any way, without the prior approval of the Network Administrator.
11. Network traffic going in and out of the Harvard Public School computer network could potentially be monitored and recorded.
12. Net Sending is a violation of the Acceptable Use Policy and is a function reserved for administrative purposes only.

Security

13. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
14. You will not share your account with anyone or leave the account open or unattended.
15. You will keep all accounts and passwords confidential and not accessible to others.
16. You are responsible for making backup copies of the documents critical to you.
17. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Harvard Public School's Network.

Software

18. You are responsible to take precautions to prevent viruses on your own equipment and the equipment of the Harvard Public School.

19. The illegal installation of copyrighted software or files for use on school computers is prohibited.

20. Please see the System Manager to install any software on The Bromfield School's computers.

Printing

21. Excessive printing without permission of a teacher or staff member is a violation of this policy.

22. Permission by teacher is required for use of color printer.

23. All printing will be monitored for paper consumption and is approved on the discretion of the school administration.

E-Mail

24. E-Mail is provided for the exchange of information consistent with the mission of the Harvard Public school system.

25. E-Mail cannot be used for private or commercial offering of products or services for sale or to solicit products or services.

26. E-Mail cannot be used for political or religious purposes.

27. E-Mail messages are subject to review by the Harvard Public School administration review at any time.

28. All violations of the Acceptable Use policy will be reviewed by the Network Staff for the determination of the degree of seriousness then presented to the Principal, Assistant or Associate Principal for appropriate disciplinary action.

Interpretation, application, and modification of any Acceptable Use Policy is within the sole discretion of the Harvard Public School Department. Any question of issues regarding this policy should be directed to the building principal.

The use of the Harvard Public School's Network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. In addition, violation of any conditions of use described here may be cause for disciplinary action. The Principal will deem what is inappropriate use and that decision is final. Also, the system manager may close an account at any time as required. The administration, faculty, and staff of the Harvard Public School Department may request the system manager to deny, revoke, or suspend specific user accounts.