



## HOLYOKE PUBLIC SCHOOLS ACCEPTABLE COMPUTER AND INTERNET USE POLICY

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Internet and computer access through the HPS is a **PRIVILEGE** offered to enhance your learning. It is not a right. Therefore, student access may be limited or revoked by school officials if this privilege is abused or violates acceptable use. Students engaged in unacceptable use of the Internet and computers will also be subject to disciplinary action in conformity with the HPS *Code of Conduct and Discipline Policy*.

All student use of computers and the Internet is to be conducted under faculty supervision. Nevertheless, students are responsible for acceptable use of a computer network. The computer network is provided for students to conduct educational research and support educational endeavors.

The HPS believe that the benefits to students from access to information resources and opportunities for collaboration exceed any potential for abuse. The HPS maintains tools that blocks access to inappropriate sites. Ultimately, however, parent(s)/legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using computers and the Internet.

### Student Access

All students in Pre-kindergarten through Grade 12 will take part in an annual grade-level appropriate discussion of the Holyoke Public Schools' *Acceptable Computer and Internet Use Policy* with their teachers before being authorized to use the computer and the Internet.

### Access to Student Files

Students should have no expectation of privacy in the use of computers and the Internet. Pursuant to local, state, and federal laws, administrators and staff may provide access to student files and records to law enforcement authorities. All files will be subject to the Holyoke Public Schools' *Code of Conduct and Discipline Policy* and local, state, and federal laws and regulations.

### Personal Safety

The Holyoke Public Schools, in its commitment to promote a safe and secure learning environment, has high-end filtering software to filter inappropriate sites. However, the filtering software cannot ensure that all inappropriate sites are blocked.

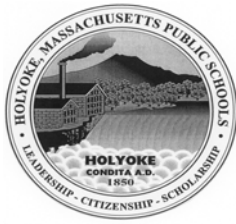
Students are expected to adhere to the Holyoke Public Schools' *Code of Conduct and Discipline Policy*. Any deliberate destruction, modification, and tampering of technology equipment will be subject to disciplinary action and/or referral to law enforcement authorities. Any activity which inhibits or interferes with the normal operation of the hardware and software which comprise the Holyoke Public Schools' computer network system is also subject to disciplinary action.

### Acceptable Uses

1. Using e-mail for educational purposes is allowed through a teacher's e-mail account
2. Abiding by generally accepted rules of network etiquette including but not limited to; being polite, using appropriate language, respecting the privacy of other's work, and demonstrating courtesy toward others
3. Documenting and obeying the copyright laws
4. Reporting misuse of technology to appropriate school authorities
5. Using technology resources to ensure fair access to all students
6. Using computing and communications facilities in a manner consistent with local, state, and federal laws and policies
7. Notifying your teacher immediately if there is a problem with your computer

### Unacceptable Uses

1. Providing private or personal information about yourself or others
2. Viewing or sending obscene or patently offensive material
3. Accessing another person's file or account
4. Giving out your password to other students
5. Moving or unplugging other devices
6. Eating or drinking near or around the technology equipment
7. Violating the Holyoke Public Schools' *Code of Conduct and Discipline Policy*, engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of reproduction or transmission of material that is protected



## Holyoke Public Schools Acceptable Computer and Internet Use Policy Authorization Form

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For Parent(s)/Legal Guardian(s) of Student

As the parent(s)/legal guardian(s), I/we have read and discussed the attached Holyoke Public School Policy on Computer and Internet Use and agree to abide by it. I grant permission for my child to access the network computer services and the Internet. I understand that individuals and families may be held liable for violations of the Computer and Internet Use Policy. I understand and agree that should my son/daughter fail to follow the rules as written, his/her privilege to use all technology may be taken away and I shall be jointly responsible for all repair and/or service cost incurred as a result of his/her intentional violation of this Acceptable Use Policy. I also understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, settings and conveying standards for my daughter or son to follow when selection, sharing or exploring information and media.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Student ID#: \_\_\_\_\_