Putnam Academy of Arts and Sciences
Acceptable Use Policy

<u>Goal</u>
The Internet provides unparalleled access to educational resources. With the use of the Internet, students can obtain information from institutions around the world, view artwork from hundreds of museums, and communicate with scientists about important health issues. These are just a few examples of the many educational experiences that are made available with the Internet. Unfortunately, the Internet also contains content that is inappropriate for children. It is incumbent upon the school to take every step possible to expand the learning opportunities for students within a safe and nurturing environment.

<u>Internet Guidelines</u>
The following guidelines will allow the Putnam Academy of Arts and Sciences (PAAS) to achieve and maintain its goal. It should be noted that the Internet is an evolving tool; therefore, the school must continually monitor its guidelines and the implementation of the guidelines to ensure maximum educational value and safety.

1. PAAS will maintain a filtering system on the Internet that blocks sites with inappropriate content.

    a. Inappropriate content, for the purpose of filtering, is defined by the following categories:
- Pornography
- Gambling
- Hate
- Hacking
- Extreme Acts, such as vandalism, racism, violence, sexism, and suicide
- Terrorist

    b. The filter will block out inappropriate language, banners, and other content from search engine pages.

    c. The filtering system is dynamic. The filtering company continually reviews the sites accessed at PAAS in order to improve the software that finds sites needing to be blocked.

2. The technology specialist will oversee the filtering system.

- Establish the initial criteria for site blocking.
- Determine whether or not to block sites brought to the school's attention by interested parties. Decisions are based on the initial criteria established when the filter was installed.
- PAAS will utilize educationally sound and age appropriate strategies when having students conduct searches on the Internet.
- Teachers will instruct students to conduct all searches with a "kid safe" search engine.
- Students should have access to Internet resources in the school with normal supervision. It is essential that students, especially those without technology resources at home, have the opportunity to access the Internet and other technologies at school.
- Annually, PAAS will have students, parents, teachers, and volunteers sign an Acceptable Use Policy that specifically lists appropriate and inappropriate activities on the Internet. The policy will also clearly state consequences for violating any of the rules laid out in the policy.
- PAAS will monitor the effectiveness of these procedures.

Inappropriate Uses

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by PAAS policy or guidelines.
2. Downloading or using copyrighted information without permission from the copyright holder is prohibited.
3. Users may not use another person's system account without permission from the principal or IT coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the electronic communication system without the appropriate permission from the student's guardian.
5. Users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, policy, and administrative regulations.
6. Users may not install any software items without consent from appropriate administrative technology staff. Users are responsible for determining whether a program is in the public domain.
7. Users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

8. Users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. Users may not waste PAAS resources related to the electronic communications system.
10. Users may not gain unauthorized access to resources or information.

Consequences for Inappropriate Use
1. Suspension of access to the system;
2. Revocation of the computer system account; or
3. Other disciplinary or legal action, in accordance with PAAS policies and applicable laws.

The user understands that his/her computer use is not private and that PAAS may monitor the user's activity on the computer system.

User accepts PAAS's electronic communications system policy and administrative regulations and agrees to abide by their provisions. In consideration for the privilege of using PAAS's electronic communications system and in consideration for having access to the public networks, the user hereby releases PAAS, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from the user's use of, or inability to use, the system, including, without limitation, the type of damages identified in the System's policy and administrative regulations.

I have read and accept responsibility to abide by Putnam Academy of Arts and Sciences' Acceptable Use Policy.

_____   _____
Signature   Date