

***DRACUT CHILDREN'S CENTER
COMPUTER NETWORK, INTERNET AND E-MAIL
ACCEPTABLE USE POLICY FOR STUDENTS***

The Internet is a vast, global network linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files of educational value are available for downloading. Because of its enormous size, the Internet's potential is without boundaries. It is possible to speak with prominent scientists, world leaders, and close friends. With such great potential for education also come the potential for abuse. It is the purpose of these guidelines to make sure that all who use the Dracut Children's Center Computer Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Dracut Children's Center Computer Network, which includes Internet access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The Dracut Children's Center computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Dracut Children's Center community are responsible for good behavior on school computer networks just as they are in our classroom. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner. The Dracut Children's Center believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dracut Children's Center respects each family's right to decide whether or not their child will have access to the Internet and electronic mail at our center.

All children will have the opportunity to access the Internet and conduct independent research on the internet, under the supervision of a teacher or other staff member.

The Dracut Children's Center will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen.

Through the use of suitable technological safeguards, education, supervision, and responsible use, the Dracut Children's Center believes that the Internet can be used safely and effectively.

In order for a member of the Dracut Children's Center community to use the computer network, s/he must read the following rules. For users under the age of 18, the User Contract must be signed by a parent or guardian.

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Dracut Children's Center. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the Dracut Children's Center and could also result in criminal prosecution where applicable. The Dracut Children's Center will cooperate fully with law enforcement officials in any investigation relating to misuse of the Dracut Children's Center computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
 - a. No unauthorized use of student photographs.
 - b. Intentionally placing unlawful or inappropriate information on a system.
 - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
 - d. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
 - e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "list serves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
 - f. Participating in other types of use, which would cause congestion of the network or interfere with the work of others, including downloading music files.
 - g. Using the network in a manner that would violate any US or state law. This includes, but is not limited to, copywrited material, threatening material and spreading of computer viruses.
 - h. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
 - i. Accessing any prohibited sites on the Internet.
 - j. Revealing one's own personal address or telephone number.
 - k. Revealing one's own password to anyone else, using anyone else's password or pretending to be someone else when sending information over the computer network.
 - l. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
 - m. Attempting to harm, modify or destroy data of another user.
 - n. Exhibiting any other action what so ever which would in any way subject the user or the Dracut Children's Center to any civil or criminal action.
 - o. Using the Dracut Children's Center technology network to buy, sell or advertise anything.
 - p. Using the Dracut Children's Center technology network for gambling.
 - q. Accessing discussion groups or "chat rooms" without authorization.
 - r. Using the Dracut Children's Center technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.

- s. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
 - t. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The Dracut Children's Center assumes no responsibility for:
- a. Any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
 - b. Any financial obligations arising out of unauthorized use of they system for the purchase of products or services.
 - c. Any cost, liability or damages caused by a user's violation of these guidelines.
 - d. Any information or materials that are transferred through the network.
4. The Dracut Children's Center makes no guarantee, implied or otherwise regarding the reliability of the data connection. The Dracut Children's Center shall not be liable for any loss or corruption of data resulting while using the network.
5. All messages and information created, sent or retrieved on the network are the property of Dracut Children's Center. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Dracut Children's Center and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. While the Dracut Children's Center does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
6. The Dracut Children's Center strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Dracut Children's Center Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Dracut Children's Center Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Dracut Children's Center , that user is obligated to report his/her discovery of such material to a teacher or to his/her Principal.
9. The Dracut Children's Center administration reserves the right to amend this policy at any time without prior notice. Users will be notified in writing of any amendments to this policy.

**COMPUTER NETWORK, INTERNET AND E-MAIL
ACCEPTABLE USE POLICY
FOR STUDENTS OF THE DRACUT CHILDREN'S CENTER
Parent/Guardian Contract
For Users Under 18 Years of Age**

As parent/guardian of the below-named student, I have read the Acceptable Use Policy for the Dracut Children's Center. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I also understand that the level of my child's access to the network depends on my child's grade level, as explained in the Acceptable Use Policy. I have discussed with my son/daughter his/her responsibilities regarding the use of the Dracut Children's Center Network and Internet access. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Dracut Children's Center. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her Internet and/or computer privileges (other than directly supervised use during classroom instruction) and may also result in school disciplinary action. I will not hold the Dracut Children's Center liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Dracut Children's Center computer network and/or Internet connection. I hereby give permission for my son/daughter to use the network/Internet at school. I further agree to indemnify the Dracut Children's Center for any losses, costs or damages, including reasonable attorney's fees, incurred by the Dracut Children's Center relating to, or arising out of, any violation by my son/daughter of the Acceptable Use Policy.

Parent/Guardian Name:

Date

Parent/Guardian Signature:

School

Student's Name:

Student's Signature:

***This permission form will be valid starting on child's enrollment date until termination from Dracut Children's Center.