



# **Massachusetts Department of Elementary and Secondary Education**

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## **Massachusetts Online Network for Education (MassONE)**

### **Acceptable Use Policy and Guidelines**

#### **1. Introduction**

This document formalizes the policy for users of Massachusetts Online Network for Education (MassONE). All users, including students, teachers, administrators, and educational organizations are covered by this policy and are expected to be familiar with its provisions.

#### **2. User Responsibilities**

It is the responsibility of any person using Massachusetts Online Network for Education (MassONE) resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of MassONE resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her MassONE administrator or from MassONE, as appropriate. Use of MassONE resources shall constitute acceptance of the terms of these guidelines. Upon terminating employment or enrollment in a Massachusetts school district or educational organization, a user is required to notify his or her MassONE administrator or MassONE.

##### **A. MassONE Administrator Responsibilities**

It is the responsibility of the person who has been designated as a MassONE administrator to ensure that only educators and students in his/her district or organization are registered users of MassONE. The administrator is responsible for making certain that the educators and students in the district or organization understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If a MassONE administrator has reason to believe that a user (educator or student) is misusing the system, the administrator has the right to request that MassONE allow him/her to access to the user's account in order to review the use of MassONE tools by the user. It is also the responsibility of the administrator to report any misuse of the system to MassONE.

##### **B. MassONE Educator Responsibilities**

It is the responsibility of educators who are using MassONE tools with students to teach students about safe and responsible use of the Internet and MassONE. Educators are

responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If an educator has reason to believe that a student is misusing the system, he or she has the right to request that MassONE allow him/her to access the student's account in order to review the use of MassONE tools by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her MassONE administrator or directly to MassONE.

### **C. MassONE Student Responsibilities**

It is the responsibility of students who are using MassONE tools to learn about safe and responsible use of the Internet and MassONE. They are responsible to use of these resources appropriately. They must abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If a student is misusing the system, educators in the district or the MassONE administrator must report it to MassONE, and MassONE has the right to discontinue his/her use of the system.

### **3. Acceptable and Unacceptable Uses**

The resources available to MassONE users are to be used for educational purposes. Users should not use MassONE to store any files that are not educational.

It is unacceptable for users to use these resources for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purpose
- sending threatening or harassing messages
- gaining unauthorized access to computer or telecommunications networks
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including the MassONE system
- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to the MassONE system
- logging in through another person's account or attempting to access another user's password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing MassONE or district policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national

origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

#### **4. No Expectation of Privacy**

MassONE resources are the property of the Massachusetts Department of Education and are to be used in conformance with these guidelines. MassONE retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. MassONE also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of MassONE tools by a student who they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of MassONE technology resources constitutes consent for the MassONE staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

#### **5. Passwords**

Each user shall be required to use and maintain a password that was created according to MassONE guidelines. This password is to be used to access the MassONE computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. MassONE users are responsible for all activity under their accounts.

#### **6. Violations**

Failure to observe these guidelines may subject users to termination of their MassONE accounts. The Massachusetts Department of Education will notify school or organization administrators of any inappropriate activities by the users. It will also advise law enforcement agencies of illegal activities conducted through MassONE and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through MassONE.

#### **7. Disclaimers**

MassONE and the Massachusetts Department of Education make no warranties of any kind, either expressed or implied, for MassONE's services and resources. MassONE and the Massachusetts Department of Education are not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on MassONE resources, or damage to personal property used to access MassONE resources; for the accuracy, nature, or quality of information stored on MassONE resources or gathered through MassONE or the Internet; for unauthorized financial obligations incurred through MassONE-provided access. Further, even though MassONE may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

This policy is in compliance with state and federal telecommunications rules and regulations.