

## TECHNOLOGY POLICY

The internet is a vast global network that gives people access to a wide variety of information and communication formats. The internet has tremendous potential for educators who are now able to communicate with one another to share educational materials, strategies and ideas, as well as to access educational research and journals. The internet's potential for education is limitless as is the potential for abuse.

The purpose of these guidelines for electronic devices, and social media use in any form is to ensure that all Cape Cod Collaborative staff members and students use this valuable resource appropriately. Internet, email and phone use within the school should be used primarily for educational purposes.

Users are responsible for appropriate behavior and acceptable use when accessing technology in a school setting. Access to the internet by staff and students is not a right but a privilege, which may be revoked at any time for abusive conduct. This abusive conduct will include but not be limited to the following:

- a. Using the Cape Cod Collaborative internet access for any personal use without permission;
- b. Placing of unlawful and/or inappropriate information on a system;
- c. Accessing or downloading sexually explicit or other materials that may be inappropriate for educational use or the sharing of locations or addresses for this kind of material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence;
- d. Use of abusive or objectionable language in either public or private message;
- e. Sending of "chain letters" or "broadcast" messages to lists or individuals;
- f. Other types of use that could cause congestion on the networks or otherwise interfere with the work of others;
- g. Use of the internet that would violate the copyright and/or trademark laws of the United States;
- h. Using a Cape Cod Collaborative link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network;
- i. Overriding or allowing students to override any security systems established on the Internet access network;
- j. Sharing or disseminating passwords, codes, access phone numbers or account numbers; and,
- k. Any use of the Internet or social media that would reflect negatively on the Cape Cod Collaborative or would in any way subject the employer or the employee to possible criminal or civil action.

The foregoing list is not inclusive. The Cape Cod Collaborative reserves the right to notify any user of other impermissible action regarding the use of the Internet.

The Cape Cod Collaborative makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Nor shall the Cape Cod Collaborative be liable for any loss or corruption of data while using the Internet connection.

The Cape Cod Collaborative reserves the right to examine all data, including E-mail, stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Network storage areas, files and communications may be reviewed by the Cape Cod Collaborative Administration or designated technology support liaison in order to maintain system integrity and to ensure that users are using the systems responsibly. Users should not expect that files stored on the network server will always be private.

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Employee Name

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Employee Signature

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Date