

## ACCEPTABLE USE POLICY FOR THE REVERE PUBLIC SCHOOLS TECHNOLOGY NETWORK

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. With such great potential for education also comes the potential for abuse. It is the purpose of these guidelines to make sure that all who use the Revere Public Schools Technology Network, which includes Internet access and electronic mail capability, use this resource in an appropriate manner.

The Revere Public Schools Technology Network, which includes Internet access and electronic mail capability, exists solely to enhance the delivery of educational services. It is not to be considered a resource intended for use as a public forum or for use by students or staff for any purpose that is not directly related to the delivery of educational services.

Members of the Revere Public Schools community are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. The network is provided by the Revere Public Schools community to conduct research and, if appropriate, to communicate with others. Access to network services will be provided to those who act in a considerate and responsible manner.

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 Revere Public Schools respects each family's right to decide whether or not their child will have access to the Internet at school. In making this decision, families should be aware that their child's level of access to the Internet will depend on that child's grade level. The following is a description of the manner in which the Revere Public Schools intends to incorporate network use and Internet access in the schools:

- a. Grades kindergarten through two. Students at these grade levels will not have individual passwords or e-mail accounts. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Internet access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the Internet.

- b. Grades three through eight. Students in grades three through eight will not have individual passwords or e-mail accounts. Students at these grade levels may have the opportunity to conduct research via the Internet in the classroom, and to access electronic mail for a group account, only during directly supervised instruction.
- c. Grades nine through twelve. Students in grades nine through twelve may be given individual access passwords and may receive individual e-mail accounts, and may have the opportunity to access the Internet and conduct independent research on the Internet, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

The Revere Public Schools 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 education, software tools, supervision, and responsible use, the Revere Public Schools believes that the Internet can be used safely and effectively.

In order for a student, faculty or staff member to use the Technology Network, s/he must read the following rules and sign the cover sheet of the handbook. Signature by parent/guardian on the handbook cover sheet will act as agreement to understand and abide by the Revere Public Schools Acceptable Use Policy. Any violation of the terms of the Acceptable Use Policy may result in the suspension or revocation of Internet and/or computer privileges, and may also result in school disciplinary action. Parents will not hold the Revere Public Schools liable or responsible for any materials their child accesses, acquires, or transmits via the Revere Public Schools computer network and/or Internet connection. Parent's signature will act as agreement to indemnify the Revere Public Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by the Revere Public Schools relating to or arising out of any violation of the Acceptable Use Policy.

Rules:

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 Revere Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Revere Public Schools. In addition, if such conduct constitutes a violation of law, criminal prosecution may result.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:

- a. Intentionally placing unlawful and/or inappropriate information on a system.
- b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
- c. Sending messages or posting information that the user knows or has reason to know would likely result in the loss of a recipient's work or system.
- d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to non-educational "listserves" or "newsgroups," or using the Internet access for any other personal use.
- e. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
- f. Intentionally using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, unauthorized use of copyrighted material, transmission of threatening material and spreading of computer viruses.
- g. Intentionally accessing or transmitting materials that are obscene, sexually explicit, and accessing any prohibited sites on the Internet.
- h. Revealing one's own personal address or telephone number (teachers may reveal theirs for school purposes only).
- i. Revealing one's password to anyone else.
- j. 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.
- k. Attempting to harm, modify or destroy data of another user.
- l. Performing any other deliberate act which would in any way subject the user or the Revere Public Schools to any civil or criminal action.
- m. Discussing highly sensitive or confidential school department information in e-mail communications.
- n. Using the Revere Public Schools technology network to buy, sell or advertise anything.
- o. Accessing non-educational discussion groups or "chat rooms."
- p. Using the Revere Public Schools technology network for gambling.
- q. Use or possession of software which has been downloaded by a student or is otherwise in the student's possession without the appropriate registration of the software, including the payment of any fees to the owner of the software.
- r. The Revere Public Schools may discipline a student or staff member for violating its Acceptable Use Policy while accessing the Internet or Revere System/network away from the Revere Public Schools when a user's activity relates to, or adversely affects the Revere Public Schools, its students, or staff.

3. The Revere Public Schools 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 the 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 including inaccurate or unreliable information.
4. The primary purpose of the network connection is educational. It is essential that everyone who uses this connection understands that purpose. Failure to abide by these regulations shall result in the suspension of their Revere Public Schools account, pending administrative review.
  5. The Revere Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Revere Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
  6. All messages and information created, sent or retrieved on the network are the property of Revere Public Schools. Electronic mail messages and other use of electronic resources by students and staff are also the property of the Revere Public Schools and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network. While the Revere Public Schools does not plan to review cached 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.
  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 Revere Public Schools 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 Revere Public Schools 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 Revere

Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.

9. This policy may be amended from year to year by the Revere Public Schools administration. Users will be required to sign the User Contract at the beginning of each school year. The version of the Acceptable Use Policy in effect at the time of the signing of the User Contract will be in effect for that school year. Users will be notified of any amendments that are implemented during the school year and will sign a contract acknowledging that they have received notice of such amendments.

# REVERE PUBLIC SCHOOLS

## Procedures for Reporting Child Abuse/Neglect

### I. Definitions

#### A. Mandated Reporter

As professionals in contact with children and their families, we have a responsibility to help the Department of Social Services become aware of children who may be abused or neglected.

All professional school staff are mandated by state law to report any suspicion of child abuse or neglect if, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 is suffering physical or emotional injury as a result of abuse or neglect by a caretaker. It is not necessary to provide proof of abuse or neglect. Any mandated reporters who fail to make a required report can be penalized by a fine of up to one thousand dollars. As mandated reporters, you are protected by law from being sued for reporting suspected abuse or neglect.

#### B. Caretakers

A "caretaker" includes a child's parent, step-parent, guardian, any other household member entrusted with the responsibility for a child's health and welfare; and any other person entrusted with the responsibility for a child's health and welfare, whether in the child's home, a relative or friend's home, school setting, day-care setting, including babysitting, foster home, group care facility, or any other comparable residential setting.

#### C. Abuse/Neglect

1. *Abuse* includes: Non-accidental commission of any act by a caretaker which causes or creates a substantial risk or harm or threat of harm to a child's well-being; and the commission of a sex offense against a child.
2. *Neglect* includes: Failure by caretaker, either deliberately or through negligence, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical

care, supervision or other essential care; and physical dependence of a child upon an addictive drug at birth.

3. *Serious Physical Injury* includes: Any non-trivial injury, death, malnutrition and failure to thrive.
4. *Serious Emotional Injury* means an extreme emotional condition such as severe state of anxiety, depression, or withdrawal.

## II. Reporting Procedures

1. When a school staff member suspects child abuse or neglect, based on observation or information received, s/he will inform and discuss suspicion with the building principal to determine whether a report should be made. In cases of physical evidence or abuse and/or neglect, the school nurse will be asked to examine and document physical evidence.
2. If the decision is made to report the suspicion, the building principal will direct the school nurse to make an oral and written report to the Department of Social Services within 24 hours.

DSS area office telephone number (9:00 am - 5:00 pm)  
617-889-3820 (Ask for Screening Unit)

DSS 24-hour Child-at-Risk Hotline (After 5:00 pm)  
1-800-792-5200

3. It is recommended that the building principal or designee inform the family that a referral to DSS is being made to help the family, unless informing the family would increase the risk to the child.
4. Upon completion of DSS investigation, a written report will be sent to the person filing the initial report.
5. All records concerning reports of suspected abuse or neglect are held and kept in confidence at the office of the building principal or designee.
6. The principal will assist any staff member in discussing the circumstances of the suspected child abuse or neglect and in deciding if a reportable situation exists.

