

Waltham Public Schools



Brian K. Reagan, Ed.D
Superintendent of Schools

Pedro DeLeon
Network Administrator

Waltham Public Schools Faculty Internet Acceptable Use Agreement

We are very pleased to be able to provide staff in the Waltham Public Schools with Internet access.

We are providing school use guidelines here so that you will be aware of your responsibilities. If you violate any of these guidelines, your account may be terminated and future access may be denied.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (email) communication with people all over the world
2. News and information
3. Public domain software and graphics for all types of school use
4. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet
5. Discussion groups ranging from Chinese culture to the environment, from music to politics
6. Access to many public and university library catalogs and resources, such as the Library of Congress and ERIC, (the Educational Resources Information Center), a large collection of information relevant to educators and students

Smooth and reliable operation of the network depends on the proper conduct of users and adherence to strict guidelines.

Internet -- Terms and Conditions of Use

Acceptable Use - The use of your account must be for education and/or research, and be consistent with the educational objectives of the Waltham Public Schools. All laws pertaining to copyrighted material and material protected by trade secret must be obeyed. It is illegal to take material created by others and use that material as if it was your own work. For example, copying material and pasting to a computer program, without referencing the source, violates copyright law.

Privileges - The use of the Internet through your Waltham account is a privilege not a right and inappropriate use will result in a cancellation of this privilege.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following.

- a) Be polite. Do not use profane, vulgar or other inappropriate language.
- b) Do not reveal anyone's home address or phone number(s) including your own.
- c) Use electronic mail (email) with the knowledge that it is not private.
- d) Be aware that messages relating to, or in support of illegal activities will be reported to the authorities.
- e) Do not use the network in any way that would disrupt other users.
- f) Treat all communications and information accessible via the network as private property.

Disclaimer - Access to people all over the world via computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all materials and a user may discover controversial or objectionable information. We firmly believe that the availability of valuable information and the potential for interaction on this worldwide network far outweigh the possibility that users may be exposed to materials not consistent with the educational goals of the Waltham Public Schools. The Waltham School System makes no warranties of any kind for the service it is providing. Neither the City of Waltham, the School Department, nor any municipal employees will be liable for damages or injuries resulting from violations of the Internet Acceptable Use Agreement or any misuse of the Internet.

Security - Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of misuse with other computer systems may be denied access through our system.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to alter or destroy data of another user, or interfere with the Internet, or any of the agencies or networks connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

RETURN THIS PAGE ONLY VIA INTER-SCHOOL MAIL
To: Waltham Senior High School ATTN: Network Administrator

Your signature at the end of this document indicates that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

Waltham Public Schools (Staff and Faculty) Internet Use Agreement

I understand and will abide by the Internet Use Agreement on the previous two pages. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action will be taken, as well as any appropriate legal action.

User's Signature: _____ **Date:** _____

User's First Name (print one letter per box):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

User's Middle Name (print one letter per box):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

User's Last Name (print one letter per box):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Payroll Number _____ **School Telephone/Extension** _____

SITE (select one):

Central Office	
Continuing Ed (Evening School)	
Dual Language	
Fitzgerald	
Kennedy	
MacArthur	
McDevitt	
Northeast	
Plympton	
Stanley	
Summer School Programs	
High School	
Whittemore	

DEPARTMENTS (select all that apply):

Art	
Bilingual	
Business/Payroll Office	
Drama	
English/Language Arts	
Educational Technology	
Food Services	
Foreign Language	
Guidance	
History and Social Sciences	
Library Media	
Mathematics	
MIS	
Music	
Nurse	
Physical Education	
Reading	
Science	
Special Education	
Technical and Career	
Title 1	
Waltham Family School	

TITLE (select one)

Assistant Principal	
Clerk/Secretary	
Custodian	
Director	
Housemaster	
Nurse	
Principal	
Student Teacher	
Substitute	
Teacher	
Para	