



HPS Technology Acceptable Use Policy

- All use of a school's HPS Account or email system must be in support of education or research, consistent with the purposes of Haverhill Public Schools.
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users or misrepresent other users on the HPS network.
- Users shall not share their HPS Account login and password information to peers or colleagues.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the HPS network/Internet/online systems.
- Malicious use of the HPS Account to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or computing system is prohibited.
- Use of the HPS network/Internet to access or produce pornographic material, inappropriate text files, or files dangerous to the integrity of the HPS network is prohibited.
- HPS network/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible from HPS Accounts should be assumed to be confidential to Haverhill Public Schools and follow all Local, State, and Federal privacy and security guidelines.
- Any use of the HPS Account for commercial or for-profit purposes is prohibited.
- Any use of the HPS Account for personal and private business is prohibited, except for use by exclusive union representatives as provided by M.G.L. c. 150E, s. 5A(e).
- The installation of illegally obtained copyrighted software for use on Haverhill Public School devices is prohibited.
- Making copies of copyrighted software is prohibited.
- All HPS email (or any other computer communication system supplied by HPS) should be used only for appropriate, legitimate, and responsible communication.
- All files/data stored within an HPS Account will be considered property of HPS and may be subject to retention under Local, State, and Federal guidelines.

This policy will be reviewed regularly and is subject to change.