

Dracut Public Schools Technology Acceptable Use Policy

The Dracut Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Dracut Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills.

This Technology Acceptable Use Policy for the Dracut Public Schools has been created to provide the parents, students, and staff with a statement of purpose and explanation of the use of technology within the Dracut Public Schools learning community. This policy is reinforced by practice and acceptable use standards, and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Dracut Public Schools. Students and parents/guardians as well as all staff members of Dracut Public Schools must also read and sign the accompanying Statement of Responsibilities.

Definitions

“Technology devices, digital resources, and network infrastructure” are defined as the Dracut Public Schools’ network, the Internet, email, hardware, software, printers, peripheral devices, individual computer devices, and web-enabled devices.

“Information Technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, teaching and learning. “Devices” refers to district owned/leased, staff owned devices, and student owned devices.

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Dracut Public Schools works diligently to comply with COPPA requirements. Dracut Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Dracut Public Schools will use an internal school district identification number to represent each student user.

Content Filtering

The Dracut Public Schools uses software and hardware designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Dracut Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile.

User Access and Explanation of Guidelines

Access to information technology through the Dracut Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the Dracut Public Schools' Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Dracut Public Schools' Technology Acceptable Use Policy shall govern all use of technology devices, digital resources, and FMB network infrastructure. Use of technology resources, digital resources, web-enabled devices, and network infrastructure will be governed by the applicable disciplinary policies as outlined in faculty/staff handbooks of the district and the student handbooks.

The Dracut Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, Tablets, MPS players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras; as well as technology infrastructure, associated peripheral devices, and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

Expectation of Privacy/Monitoring

The Dracut Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Dracut Public Schools' network. The information on the network in general files and email is not private and is subject to review by the network manager at the

request of the Superintendent of Schools to substantiate inappropriate activity, to comply with legal action, and to comply with requests of law enforcement agencies as part of their investigations.

The Dracut Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Dracut Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Dracut Public Schools' Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Dracut School Committee policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

At any time and without prior notice, the administration reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology may result in loss of privileges. Those who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately, may lose their access privileges and may face additional disciplinary or legal action, including suspension or termination of employment.

Unacceptable Uses of Technology Resources (including but not limited to)

1. Interfering with the normal functioning of devices, computer systems, or computer networks;
2. Damaging or theft of devices, computer systems, or networks;
3. Accessing, modifying, or deleting files/data that do not belong to you;
4. Sending or publishing offensive or harassing messages/content;
5. Accessing dangerous information that, if acted upon, could cause damage or danger to others;
6. Giving your username or password to any other person, or using the username or password of someone else to access any part of the system; you are responsible for safeguarding your username and password and any access to the Dracut Public Schools using your username and password is your responsibility;
7. Sharing and/or distribution of passwords or using another student or faculty/staff;
8. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials;
9. Gaining unauthorized access to computer and or telecommunications networks and resources;
10. Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials;
11. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming email, violating any federal or state law, local regulation or school committee policy;

12. Violating copyright laws and/or the district policy on plagiarism;
13. Copying software or applications on Dracut Public Schools' devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution;
14. Intentionally wasting limited network or bandwidth resources;
15. IS. Destruction/vandalism of system software, applications, files, hardware, or other network resources;
16. Employing the network for commercial or political purposes;
17. Using of unauthorized use of the network / Internet to buy or sell products;
18. "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files or devices;
19. Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing/spoofing, and peer-to-peer networking or remote-control software;
20. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense;
21. Saving inappropriate files to any part of the system, including but not limited to:
 - o Music
 - o Movies
 - o Video games of all types, including ROMs and emulators
 - o Offensive images or files
 - o Programs which can be used for malicious purpose
 - o Files for which you do not have a legal license
 - o Any file which is not needed for school purposes or a class assignment;
22. Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.;
23. Using the district's network for gambling;
24. Discussing confidential information through the district email system.

Anonymizing Services

The use of anonymizing services, networks, browser plugins, and application are prohibited.

Reporting of Security Incidents

Both staff and students must immediately report any suspected or confirmed security incident or threat to appropriate Dracut Public Schools personnel. This includes, but is not limited to, any computer viruses, breaches of security, security weaknesses, losses or disclosures of data, and unauthorized accesses or uses of data. Staff and students should take no independent action and should discuss the incident with appropriate Dracut Public Schools personnel.

Termination

Upon termination of employment with the Dracut Public Schools or termination/completion of enrollment in the Dracut Public Schools, staff and students must return all Dracut Public Schools' technology devices and further access to Dracut Public Schools' digital resources and network is prohibited.

Staff Privacy Protocol

All documents, pictures, movies, and data need to be saved to cloud services such as Google Drive and Dropbox. Student record information and grades must not be stored locally on individual devices. Staff issued district owned devices must exercise care and diligence of district owned devices both on school grounds and off school property.

Due Process

When possible, the Dracut Public Schools will seek to apply progressive discipline for violations of the district policy and signed Technology Acceptable Use Policy Statement of Responsibilities which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Dracut Public Schools administration, including suspension or termination of employment. The nature of investigations will be reasonable.

Dracut Public Schools Limitations of Liability

The Dracut Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Dracut Public Schools' technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Dracut Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Dracut Public Schools, along with any persons or organizations associated with the school department internet connectivity will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. The Dracut Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this Dracut Public Schools' Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Dracut Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Dracut Public Schools' network, including the use of district owned devices.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreement is consistent with the purposes and mission of the Dracut Public Schools as well as with applicable laws and this policy.

Modification

The Dracut School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Staff and students may be required to review the updated policy and sign a new Statement of Responsibilities.

References:

603 CMR 23.00

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § I232g; 34 CFR Part 99)

CROSS REFERENCE: IJNB-A, Social Media and Internet Use Policy

Adopted by Dracut School Committee August 11, 2014; Revised March 27, 2017

**DRACUT PUBLIC SCHOOLS
STUDENT/PARENT STATEMENT OF RESPONSIBILITIES**

Student Expectations

I have read, understand and will follow the Technology Acceptable Use Policy. If I violate that agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent collaboration is a crucial focus of Dracut Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school. As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

As the parent or guardian of this student, I have read the Dracut Public Schools' Technology Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Dracut Public Schools, and that student use for any other purpose is inappropriate.

I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to the Technology Acceptable Use Policy. I am aware that if my child violates this agreement the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Dracut Public Schools, and expressly waive any right of privacy my child has in anything created, stored, sent, or received on Dracut Public Schools' technology resources or network.

Parent or Guardian Name (please print)

Student Name (please print)

Parent or Guardian Signature

Student Signature

Date

Date

School Location

**DRACUT PUBLIC SCHOOLS
EMPLOYEE STATEMENT OF RESPONSIBILITIES**

Staff Expectations

I have read, understand and will follow the Technology Acceptable Use Policy. I understand that access to Dracut Public Schools' technology resources and network is designed for educational purposes. If I violate the agreement, the consequences could include suspension of computer privileges and/or disciplinary action, including termination of employment. I also understand the school network and email accounts are owned by Dracut Public Schools and that Dracut Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I expressly waive any right of privacy I have in anything created, stored, sent, or received on Dracut Public Schools' technology resources or network.

Staff name (please print)

Department/School Location

Staff Signature

Date

Staff Device Delivery, Access, and Use Statement

Please be aware that all documents, photographs, movies, and data must be saved to cloud services such as Google Drive and Dropbox. When staff laptop computer devices require service devices may be picked up and exchanged. Staff may not have the opportunity to save or transfer local data upon the exchange.

Staff name (please print)

Staff Signature

Date