

ADMINISTRATION REGULATION
RESPONSIBLE USE OF TECHNOLOGY

PURPOSE:

This regulation is set forth in support of School Committee Policy IL - Use of Technology Resources and Instruction: Responsible Use Policy and serves the purpose of identifying certain, but not all, of those actions and/or activities which are considered by the North Shoreham School Department (NSSD) to be responsible uses of technology. The primary purpose of the NSSD computer-based communications network is to support research, education, and communication by providing access to unique resources and an opportunity for collaborative work. Each individual's activity on the network must be in support of these objectives.

The New Shoreham School Committee believes that technology offers vast, diverse, and unique resources to both students and staff. Our goal is to promote educational excellence in our schools and to graduate responsible digital citizens. The NSSD will advance academic achievement and 21st century skills by purposefully aligning pedagogy with use of technology and by facilitating innovation and communication.

REGULATIONS:

1. All NSSD network users and users of NSSD supplied computers or electronic devices are held accountable to the Responsible Use Agreement. All students and parents will sign, or electronically sign, the Responsible Use Agreement.

The signature(s) on the attached document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) its significance. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards children should follow when using these resources. It is our expectation that students will access the Internet only as directed by NSSD staff. Parents/guardians should discuss these guidelines with their child. In regards to staff, it is the School Committee's expectation that the resources be used foremost and primarily for job related purposes.

2. Sanctions are not limited to the sanctions listed in the Responsible Use statement.

3. Any activity, which may be in violation of federal or state law or NSSD policy, or intentionally disruptive to the normal operation of the NSSD instructional process, the Responsible Use Policy, or the Internet will be considered unacceptable.

First Reading: March 16, 2020

NEW SHOREHAM SCHOOL DEPARTMENT
RESPONSIBLE USE AGREEMENT

Policy IL-R

GUIDELINES

1. The use of the New Shoreham School Department (NSSD) computers is a privilege which may be revoked at any time for inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful or disruptive information on or through the computer network and the use of obscene, abusive, pornographic, or otherwise objectionable language or images in either public or private files or messages. The administration of each school will be the sole arbiter of what constitutes disruptive information as well as obscene or objectionable language or images.
2. All users must behave in a legal and ethical manner at all times. Users agree to adhere to all federal copyright rules. Any costs, liability, or damages caused by the way the user chooses to use his or her network access is the sole responsibility of the computer user.
3. Each school in the NSSD reserves the right to add to or to change network guidelines for safety or educational reasons without notice.
4. The computers and the computer services owned by the NSSD and NSSD provided email accounts are intended for educational use of its patrons, and any commercial or other unauthorized use of those services and materials, in any form, is expressly forbidden.
5. Computer users are responsible to protect passwords by not sharing them, posting them in conspicuous places or making them obvious. The Information Technology Department will determine appropriate password change procedures and frequency.
6. Users are responsible for ensuring that the storage of confidential information on electronic devices is limited, and for ensuring the physical and electronic security of confidential information provided to or created by them.
7. A policy of Internet safety is being enforced, which includes measures to block or filter Internet access for both minors and adults to certain visual depictions including obscene, pornographic, or materials that are harmful to minors with respect to use of computers with Internet access.
8. Penalties for inappropriate computer use and/or the damaging of the School Department's computers and computer network will be strictly enforced up to, and including, expulsion from school, financial restitution, or any other actions or restrictions as deemed appropriate by the NSSD.
9. Note that electronic mail (email) is not guaranteed to be private: People who operate the School Department network do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
10. The NSSD makes no warranties (expressed or implied) with respect to network services or the content of any device or information received from the School Department network.

11. The NSSD permits personal use of the network and internet so long as it occurs on personal time, does not interfere with NSSD activities, and is not otherwise prohibited by established policies and procedures.

PROHIBITED USES

The following activities are unacceptable and are strictly forbidden:

- a. Misusing copyrighted materials, software, sound recordings, or images.
- b. Harassment or bullying of any sort (harassment as defined by established NSSD policy, local, state, and federal law).
- c. Use of the network and computers to distribute hate mail, discriminatory remarks, and offensive or inflammatory communication and/or materials including but not limited to slurs, epithets, images, or anything that could be reasonably construed as offensive, objectionable, harassment or disparagement to others.
- d. Committing plagiarism.
- e. Accessing sexually explicit or objectionable materials.
- f. Disseminating destructive/disruptive material.
- g. Advertising, political lobbying, or other commercial activities unless approved by school administration.
- h. Violating the privacy of other users.
- i. Using the school or district name when unauthorized.
- j. Soliciting without authorization.
- k. Distributing unauthorized personal information such as name, address, and telephone numbers of any students or staff.
- l. Damaging computer equipment, software, or network data.
- m. Using obscene or inappropriate language, messages, or pictures in any format.
- n. Wasting or inappropriate use of limited resources.
- o. Impersonating other individuals during communication.
- p. Attempting to capture or break encryption or passwords or attempting to access any system or data to which the user is not authorized to access.
- q. Destroying or altering data or programs belonging to others.
- r. Accessing Internet sites that contain the promotion of criminal activity, gambling, or hate speech.

SANCTIONS

1. Violation(s) of any of the above policy or rules may result in loss of access.
2. Additional disciplinary action may be determined by the school staff in accordance with existing NSSD policies, procedures, rules, and regulations, including financial restitution.
3. When applicable, law enforcement agencies will be notified and involved.

Block Island School
Responsible Use Agreement

As the parent/guardian of the minor student signing below, I have read and discussed with my child the included information about the appropriate use of computers at NSSD. I understand that students and families may be held liable for violations of the Responsible Use Agreement. I also understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of such use.

I, (Parent's name) _____ have read with my child,
(Child's name) _____ and discussed appropriate use of
NSSD technology as outlined above and the sanction should misuse occur.

Date: _____ Parent's Signature _____