

SOMERVILLE INDEPENDENT SCHOOL DISTRICT

**CIPA - Compliant Internet Safety Policy (ISP)
and
Acceptable Use Policy (AUP)**

(Student)

Please read forms with your student(s) to achieve an understanding by you, the parent(s), and your student(s) of the proper use of school technology equipment, email, and Internet usage.

After completion of the online registration process please ask the campus secretary for page 6 so that you can sign the agreement. Thank you!

The Technology Department keeps an updated website page of valuable information for parents on Internet Safety concerns at:

http://www.somervilleisd.us/Departments/technology/internet_safety/

SOMERVILLE ISD - CIPA COMPLIANT - INTERNET SAFETY & ACCEPTABLE USE POLICY

Introduction

Somerville ISD recognizes that access to technology in school gives Students, Staff, and Guests (henceforth: Users) greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. Somerville ISD allows school issued and personal devices on the District's network. To that end, we provide access to technologies for Users use. This Policy outlines the guidelines and behaviors that Users are expected to follow when using school technologies or when using personally owned devices on the district network. It is the policy of Somerville Independent School District to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Somerville ISD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained. Somerville ISD uses Lightspeed as the online

hosted content filtering tool and Bark to monitor Google Gmail and Google Drive usage. Both Lightspeed and Bark monitor usage such as inappropriate language, pictures, and website activity. The Technology Department receives email alerts from Lightspeed and Bark when inappropriate conditions are identified.

- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action.
- Somerville ISD makes a reasonable effort to ensure Users' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Technology Department immediately of any concerns for safety or security

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filter") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Somerville ISD uses Lightspeed as an online hosted web content filter.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of

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minors, minimized only for bona fide research or other lawful purposes.

Technologies Covered

Somerville ISD may provide Internet access to: desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Somerville ISD will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All Users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Somerville Independent School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Email

Somerville ISD may provide users (Students grades PK through 12th, Staff, and designated individuals/groups) with email accounts for the purpose of school-related

communication. Availability and use may be restricted based on school policies.

Users are provided with email accounts that should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or not trusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Web Access

Somerville ISD provides its Users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Somerville ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not

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opening files or programs of unknown or not trusted origin.

If you believe a computer or mobile device, whether school issued or personal, you are using might be infected with a virus, please alert the Technology Department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Mobile Devices Policy

Somerville ISD may provide Users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to Somerville Staff or Technology Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally Owned Devices Policy

Students should keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from the Technology Department.

Downloads

Users should not download or attempt to download or run executable programs over the school network or onto school resources without express permission from the Technology staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there - and can sometimes be shared and spread in ways you never intended.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or

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staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Education. Supervision and Monitoring

It shall be the responsibility of all members of the Somerville Independent School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Superintendent or designated representatives.

The Superintendent or designated representatives will provide age-appropriate training for students who use the Somerville Independent School District's Internet facilities. The training provided will be designed to promote the Somerville ISD's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Somerville Independent School District's Internet Safety Policy;

2. User safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Limitation of Liability

Somerville ISD will not be responsible for damage or harm to persons, files, data, devices, or hardware.

While Somerville ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Somerville ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

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- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

Internet Safety Training

Somerville ISD will provide age-appropriate training for Users who use the Somerville ISD Internet facilities. The training provided will be designed to promote the school's commitment to the standards and acceptable use of Internet services as set forth in this policy. User safety with regard to:

- safety on the Internet; sexting

- appropriate behavior while on online, on social networking Web sites, and in chat rooms; and ● cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the User will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Somerville ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Somerville ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Somerville ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Internet Safety Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

School Issued Chromebook Responsibilities

Somerville ISD has initiated a 1:1 chromebook with cases for grades 8th through 12th. The student along with parents/guardians agree to protect the chromebook from misuse whether it being the physical chromebook or online use via the internet whether on school or home network. A school issued chromebook is filtered and monitored whether on school or home network.

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Students and parents are liable for damages if it is deemed intentional damage or if the chromebook is not kept in its case.

Repair cost for damages:

- Broken screen or keyboard - \$120
- AC Adapter Charger - \$25
- Missing keyboard keys - \$10 per key (\$120 max)
- Lost/Stolen Full Replacement - \$300
- Protective Sleeve Replacement - \$15
- Case Replacement - \$35
- Replacement of Chromebook - \$220

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USER AGREEMENT

I, (staff, student, parent/guardian, or guest) understand and will abide by the Internet Safety and Acceptable Use Policy and the User Terms and Conditions. I further understand that any violation of the Policy and the Terms and Conditions above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I also understand that if I access information which incurs a monetary charge, and such access is not authorized by the School, I will be billed for such charges and agree to pay said bill. I also understand that if damages or stolen/lost components to the school issued chromebook occur I will be charged and will be responsible to reimburse the school.

THIS SECTION TO BE COMPLETED FOR STUDENT USERS

Student Name (please print): _____

Student Signature: _____

I, the parent, has read and understands this policy. I, the parent, also have discussed this policy with my child.

Parent Name (please print): _____

Parent Signature: _____

Student Grade Level: _____ Student Homeroom Teacher: _____

THIS SECTION TO BE COMPLETED FOR EMPLOYEE USERS

Employee Name (please print): _____

Employee Signature: _____

THIS SECTION TO BE COMPLETED FOR NON-SCHOOL USERS

Guest Name (please print): _____

Guest Signature: _____

Company/College/University: _____

Check which applies - Vendor: Visitor: Student Obs/Tch:

*** DATE (COMPLETED BY ANY USER): _____ ***