Technology Responsible Use Policy

I. PURPOSE

Barrington Public Schools **(BPS)** is pleased to offer authorized users access to district computers, the Internet and an array of technology resources to promote educational excellence. Authorized users include students, staff and guests and will be hereafter referred to as simply users. Each user is responsible for their use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, at home, in school vehicles, and at school-sponsored events, as well as while using the district's technology resources via remote access, each user must act in a manner consistent with school, district and legal guidelines.

II. POLICY
Using BPS Technology Resources

The information systems and Internet access available through BPS are available to support learning, enhance instruction, and support school system business practices. BPS information systems are operated for the mutual benefit of all users. Although personal use that follows the guidelines presented in this policy is allowed, personal use should be kept to a minimum. Use of the BPS network and/or other school technology resources for personal gain, profit, commercial advertising, or political lobbying is prohibited. The use of the BPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other BPS employees.

The BPS network is connected to the Internet which enables people to interact with millions of networks and computers. All access to the BPS network shall be pre-approved by the district.

The district may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the school and employee handbooks. BPS implements Internet filtering on all BPS sites in accordance with the federal Children's Internet

Protection Act (CIPA). Schools will continually educate users on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Respect for Others Using BPS Technology Resources

Users should respect the rights of others using the BPS network by:
- Using assigned workstations.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Video and Audio Recordings - Please see the BPS Video and Audio Recording Policy

Ethical Conduct for Users

It is the responsibility of the user to:
- Use only their account or password. It is a violation of this policy to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files established, used, or maintained by other users.
- Use the BPS network and resources in a manner that is consistent with the mission of the school system.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of BPS network and resources to illicitly access, tamper with, or experiment with systems outside BPS.
- Refrain from using offensive, obscene, or harassing language when using BPS network systems.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates policy.

Respect for Property

The only software products to be used on school computers or the school network are those for which the school or device owner has complete authorization under the law. Copying copyrighted software without full compliance with terms of a pre-authorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition, users must:

- Report equipment problems immediately through the technology support link on all school websites.
- Leave workstations and peripherals in their designated locations.

Internet Safety and Security

Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of others, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or administrator.

- Users are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing any portion of the Internet that is inconsistent with the educational mission of BPS.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Users have the responsibility to cite and credit all Internet material used.
- To protect the privacy of self and the integrity of the District Network, Student, Employees, and School Committee Members must not open suspicious emails or download content. Phishing and malware place the entire community at risk.

Privacy

Students, staff, teachers, or any other individual who uses BPS' Internet and/or electronic communication systems are considered to be system "users." Users have no reasonable expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of these systems. BPS reserves the right to monitor any and all aspects of their computer systems, chat groups, or newsgroups visited by users, material downloaded or uploaded and e-mail sent or received by users. Such monitoring may occur at any time, without notice and without the user's permission. Additionally, any electronic communications pertaining to school business may be public records subject to disclosure under the Rhode Island Access to Public Records Act.

Regulations Regarding Email Responsible Use

- Employees and School Committee Members should only conduct official business over email using BPS email accounts. Employees and School Committee Members who conduct official business using personal email accounts are in violation of this policy. Emails sent or received on a personal email account that involve the performance of your duties as an BPS employee and School Committee Members may be public records subject to disclosure under the Rhode Island Access to Public Records Act, in connection with a compliance investigation, litigation or a court order. They may also be student records subject to protection under FERPA. If you maintain such BPS records in your personal accounts, you are required to cooperate with BPS requests for access to such records.

- BPS email accounts are not confidential or private; they are the property of the school system. Employees, School Committee Members, and students have no reasonable expectation of privacy over these accounts or their contents; BPS may review all email sent or received by employees, and School Committee Members, and students including deleted messages. Email should be used primarily for BPS business; personal use should be incidental and minimal. Email may not be used to solicit or persuade for commercial ventures, religious or political causes, outside organizations, or other non- BPS purposes. "Spamming" is prohibited by law as well as by BPS policy.

Regulations

- Users are prohibited from downloading illegal material or inappropriate content while using personal devices on BPS networks or using BPS resources.

- BPS provides protection for those individuals who report misuse of technology resources through the School Committee Whistle Blower Policy.
- Any individual who violates this policy or related district policies and regulations may be subject to disciplinary actions.
- Employees whose violations of this policy also compromise the confidentiality of student records in violation of FERPA and/or related state laws may be subject to further disciplinary action, up to and including dismissal.

Barrington Public Schools School Committee

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