

GRANBY PUBLIC SCHOOLS

ACCEPTABLE USE POLICY - TECHNOLOGY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the Granby Public Schools' computer system and acceptable use of the Internet for all users including students, faculty and any other school department employee or individual authorized to access the school's network.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the Granby Public Schools' computer system and to the Internet, the Granby Public Schools' consider its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Granby Public Schools' computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School Committee expects that faculty will blend thoughtful use of the computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The School Committee is providing students and employees with access to the schools' computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet, but for educational purposes, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission and policy of the School Committee. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the Granby Public Schools' system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the schools' system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate School Committee policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

The following uses of the Granby Public Schools' computer system and Internet resources or accounts are considered unacceptable. Users will not use the schools' computer system to:

- A. Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- B. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- C. Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption to the computer system.
- D. Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- E. Knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- F. Engage in any illegal act or violate any local, state or federal statute or law.
- G. Vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- H. Gain access to information resources or to access another person's materials, information or files unless the individual has been authorized by the Superintendent as a computer system administrator.
- I. Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- J. Attempt to gain unauthorized access to the schools' computer system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- K. Connect a computer to the schools' computer network that is not part of the network or the property of the Granby Public Schools, such as a computer brought from home, unless authorized by the Technology Coordinator.
- L. Violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- M. Conduct a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the School Committee. Users will not use the schools' computer system to offer or provide goods or services or for product advertisement. Users will not use the schools' computer system to purchase goods or services for personal use without authorization from the appropriate school officials. Users purchasing goods or services are personally responsible for any financial obligations incurred, not the Granby Public Schools.

VI. OTHER GUIDELINES

- A. Each building administrator shall maintain a log of all incidents of inappropriate use, which will be sent to the network administrator.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from a teacher. Examples of such projects may include: hate literature, art, or other topics, which would generally be removed by standard filtration software.
- C. Employees must maintain confidentiality in preparing and/or reviewing school related work from a computer.
- D. Users who access files on the schools' computer that were previously used on a computer that is not part of the Granby Public Schools' network or the property of the Granby Public Schools, such as a computer at the user's home, must make reasonable efforts to assure said file(s) are free of viruses or any other malicious data that could damage or disrupt the Granby Public School's computer network or any files stored on the same.

E. Personal Electronic Device Use:

“Personal Electronic Device(s)” are electronic devices including, but not limited to, laptops, netbooks, tablets/slates, iPads, iPod touches, cell and smart phones that are not owned or under the control of Granby Public Schools. Student use of Personal Electronic Devices is subject to the following restrictions:

1. Any student who wishes to use a Personal Electronic Device within the Granby Public Schools must abide by the same rules applicable to use the school’s computer network.
2. All use of Personal Electronic Devices must abide by all directives and restrictions issued by teachers and administrators.
3. Devices must be in silent mode and may not emit any sound unless authorized by the teacher.
4. The student takes full responsibility for his or her device and keeps it with himself/herself or locked in his/ her locker at all times. The school is not responsible for the security of Personal Electronic Devices.
5. Students are responsible for the proper care and maintenance of their Personal Electronic Device, including cost of repair, charging it prior to bringing it to school, and replacement or any modifications needed to use the device at school. The Granby Public Schools is not responsible for configuring or supporting Personal Electronic Devices
6. The school reserves the right to inspect a student’s Personal Electronic Device if there is a reason to believe that the student has violated the Granby Public Schools Acceptable Use Policy, school handbook rules, administrative procedures, school rules or has engaged in misconduct or illegal activity while using his/her Personal Electronic Device or if it is suspected the device contains viruses or malicious software.
7. The student may not use Personal Electronic Devices to record, transmit or post photos or video of a person or persons on campus unless such is part of an educational activity and specifically authorized by a teacher or administrator supervising such.
8. The student may only use his/her Personal Electronic Device to complete relevant school work and for legitimate communication. Personal Electronic Device may never be used to cheat.
9. The student will use the schools’ WIFI designated for such access and not another available network.
10. Students may never physically connect a Personal Electronic Device to the school’s network, i.e. network cable, or join a device to the network domain unless authorized in writing by the technology coordinator.

11. The Granby Public Schools reserve the right to limit or prohibit the use of Personal Electronic Devices at any time for any reason.
12. Violations of any of the policies, guidelines and rules stated above involving a student's use of a Personally Electronic Device may result in the loss of use of the device/WIFI in school and/or disciplinary action.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES AND GUIDELINES

- A. Use of the Granby Public Schools' system and use of the Internet shall be consistent with school district policies and the mission of the School Committee.
- B. Users of the school's computer systems and use of the Internet shall comply with any other pertinent school guidelines such as the student handbook or faculty handbook.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school's computer system, the School Committee does not relinquish control over materials on the system or contained in files on the system. Users should expect that the schools' might at any time, and without prior notice of, review the content of personal files on the school's computer system.
- B. Routine maintenance and monitoring of the schools' computer system may lead to a discovery that a user has violated this policy, another School Committee policy, or the law.
- C. Parents have the right to investigate or review the contents of their child's files and e-mail files where the files are reasonably recoverable. Parents have the right to request the termination of their child's individual account at any time. Inquiries should be made to the building principal.
- D. School employees and students should be aware that data and other materials in files maintained on the schools' computer system might be subject to review, disclosure or discovery.
- E. The Granby Public Schools will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with School Committee policies conducted on the schools' computer system.

IX. COMPUTER / NETWORK/ USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the Granby Public Schools.

- B. The Internet Use Agreement form must be read and signed by the user and the parent or guardian within three school days from the users enrollment/employment at the Granby Public Schools. Failure to do so may result in loss of computer and or Internet access privileges. For students the form will be kept on file in the Principal's Office and for employees in their individual personal files.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the schools computer system is at the user's own risk. The computer system is provided on an "as is, as available" basis. The Granby Public Schools will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the schools' diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or no deliveries of information or materials, regardless of the cause. The Granby Public Schools is not responsible for the accuracy or quality of any advice or information obtained through or stored on the schools' computer system. The Granby Public Schools will not be responsible for financial obligations arising through unauthorized use of the schools' computer system or the Internet.

Cross References:

GRANBY PUBLIC SCHOOLS Internet Acceptable Use Policy

GRANBY PUBLIC SCHOOLS Technology Consent and Waiver

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Adopted October 4, 2004