

Freetown-Lakeville Regional School District Digital Technology Acceptable Use Policy

Introduction

The Freetown-Lakeville Regional School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. As such, we are committed to helping students develop 21st-century technology and communication skills through appropriate access and use of technology.

This Digital Technology Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies and/or personally-owned devices on any of our school campuses or when inappropriately used off campus to interact with students, staff, or other district related personnel.

- The Freetown-Lakeville Regional School District network is intended for educational purposes and should only be accessed for school related purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Users shall not add, download, delete or modify any program or settings on school provided devices or networks.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, including the Children's Online Privacy Protection Act.
- Students are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse of school resources may result in disciplinary action.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Freetown-Lakeville Regional School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from inappropriate use of school technologies.

Technologies Covered by the Digital Acceptable Use Policy

The Freetown-Lakeville Regional School District may provide students, staff, and guests access to the Internet, desktop computers, mobile computers or other mobile devices, video conferencing capabilities, online collaboration capabilities, message

boards, email, or other technologies as they become available. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed within this document.

Purpose for Use of Digital Technology

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment which follows both the specifics outlined in the Digital Technology Acceptable Use Policy and the spirit of the document. This policy intends use that is safe, appropriate, careful and kind.

Users shall not bypass technological protection measures employed by the district and are expected to use good common sense. Any attempt to modify, bypass or evade security programs, firewalls or server network access will result in discipline and limitations on future use of devices of network access. When a user does not know if an activity is appropriate, they should seek guidance from a knowledgeable member of the staff.

Web Access

The Freetown-Lakeville Regional School District provides its users with access to the Internet, including web sites, resources, content, and online tools. Access will be restricted in compliance with CIPA regulations and school policies as appropriate. Web browsing may be monitored and internet activity records may be retained indefinitely.

The online filter is a safety precaution, and users shall not attempt to deactivate the filter in any way when online. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Social Media/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the Freetown-Lakeville Regional School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. It is important to note that posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. If the District adopts an encryption program all shared content shall be encrypted to ensure privacy. Users will be trained in encryption procedures.

District-Owned Mobile Devices

The Freetown-Lakeville Regional School District may provide users with mobile computers or other devices to promote learning. Users must abide by the same acceptable use policies when using school devices off the school network as on the school network. Use of school-issued mobile devices while off the school network may also be monitored.

All 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 teacher immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices

The Freetown-Lakeville Regional School District recognizes that many students bring technology to school which assist students' in accessing information and deepening the learning process. Staff and students may use the FLRSD wireless network to access the Internet when following district protocol for doing so. The Digital Technology Acceptable Use Policy governs use of the FLRSD network regardless of whether the user is accessing the network with a district/school-owned device or a personally-owned device.

Due to security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

When using a personally-owned device on the district/school network it is important to note that FLRSD is not responsible for any of the following:

- theft or loss of any personal device
- communication/data fees incurred while using the district network
- providing software licenses (unless part of the curriculum)
- providing antivirus software

The use of personally owned devices is at the discretion of the individual teacher and should only be used during class time when use is related to the lesson or assignment. Personally owned devices (including laptops, tablets, smartphones, and cell phones) must be 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. When students are allowed to use such devices, they should be set on

silent or mute, (not vibrate) so as not to disturb others. Students shall not record any audio or video, or take any photographs without the explicit permission of the teacher and students included in the recording or photo.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network including refraining from opening or distributing infected files or programs, or opening files or programs of unknown or un-trusted origin.

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

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. Though users may be able to download other file types, such as images or videos, users should only download such files from reputable sites, and only for educational purposes consistent with classwork or assignments in an effort to ensure the security of our network.

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 there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Additionally, 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.

Plagiarism

Users must 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. All research, quotes, paraphrases, and

references conducted via the Internet must be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share passwords, 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 staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Sending emails or posting comments with the intent of scaring, hurting, or intimidating someone else (including, but not limited to harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking) is considered cyberbullying. 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, cyberbullying can be a crime. Remember that your activities are monitored and your emails, tweets, posts or other cyber communication are retained and can be reviewed.

Examples of Acceptable Use

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 threatening, inappropriate, or harmful content (images, messages, posts) are accessed online.

- 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.

Examples of Unacceptable Use

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 programs 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.

These are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability

Freetown-Lakeville Regional School District will not be responsible for damage or harm to persons, files, data, or hardware. While Freetown-Lakeville Regional School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Freetown-Lakeville Regional School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use 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

Signature Page – Student

I have read and understood the FLRSD Digital Technology Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)_____

I have read and discussed the FLRSD Digital Technology Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)_____

Approved by the Freetown-Lakeville Regional School Committee October 22, 2014