

Technology Acceptable Use Policy
January 2014
Fairhaven Public Schools

Introduction

This Technology Acceptable Use Policy for the Fairhaven Public Schools (“FPS”) is enacted by the School Committee to provide the parents, students, and staff of the Fairhaven School Community with a statement of purpose and explanation of the use of technology within the Fairhaven learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Fairhaven Public Schools. Students and parents/guardians as well as all staff members of FPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

The Fairhaven Public Schools encourages the use of information technology to assist students with academic success, preparation for the workplace, and lifelong learning. The Fairhaven Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Fairhaven Public Schools as well as with applicable laws and this policy.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the Fairhaven Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to district owned/leased, staff owned devices, and student owned devices.

Children’s Online Privacy Protection Act (COPPA)

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Fairhaven Public Schools works diligently to comply with COPPA requirements. Fairhaven Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of

creating web based accounts. In cases of web based account creation, Fairhaven Public Schools will use an internal school district identification number to represent each student user.

Technology Related Services Provided by the Fairhaven Public Schools

Email

With email you can communicate with staff and students within the Fairhaven Public Schools domain.

FPS Student Email Account Setup

FPS student accounts are created using only student local identification numbers.

The student's username is their local student ID - such as 123456

FPS Staff Email Account Setup

FPS staff accounts are created using the staff member's first initial and last name.

Cloud

A cloud can allow users up to 30GB of storage space for most file formats. The cloud can be accessed from any computer with an Internet connection. The cloud allows users to access and share files from any device that has Internet connectivity.

Uses for Student Email

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

Fairhaven Public Schools' email system controls how emails are sent and received. FPS Students cannot send email to parent accounts or anyone outside of the Fairhaven Public Schools domain. All FPS students cannot receive email from outside of the domain. Therefore, students should not use their FPS email for setting up accounts that need to be verified via email or receive notices via email.

Student Emails to Staff

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email and Online Chat Guidelines

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

Content Filtering

The Fairhaven Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Fairhaven Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Fairhaven Public Schools will educate students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

Monitoring

The Fairhaven Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Fairhaven Public Schools network. The information on the network in general files and email is not private and is subject to review by the Director of Instructional Technology at the request of the Fairhaven Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Fairhaven Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Fairhaven Public Schools. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Fairhaven Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Fairhaven School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the FPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

User Access and Explanation of Guideline

Access to information technology through the Fairhaven Public Schools is a privilege, not a right. Students, parents, staff and substitutes shall be required to read the FPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Fairhaven Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student and staff use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Fairhaven School Committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

The Fairhaven Public Schools provides students and staff access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask an IT staff member.

Accessibility

In the event a student does not have access to a device or internet required to complete an assignment at home, staff shall provide an alternative method to complete required work.

School and District Web Pages

The Fairhaven Public School District will use the Internet as an effective, efficient, and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Committee authorizes the creation of school and/or District Web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District or individual schools. All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. The Web pages must have a purpose that falls within at least of three categories:

1. Support of curriculum and instruction - intended to provide links to the Internet resources for students, parents and staff in the District.
2. Public information - intended to communicate information about the schools and District to students, staff, parents and the community.
3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.
4. Follow Regulation IJNDB-R: Webpage publishing policy.

The Superintendent shall designate an individual(s) to be responsible to maintaining the official District web page and monitoring all District Web Page activity. A building Principal shall make such designation for an individual school. As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available on the website. Concern about the content of any page(s) created by students or staff should be directed to the building Principal or the Superintendent's office when related to the District website. Websites developed under contract for the Fairhaven Public School District or within the scope of employment by

Fairhaven Public School District employees are the property of the Fairhaven Public School District.

Social Networking

The Superintendent and the school principal will annually remind staff members and orient new members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
- Teachers may not list current students as “friends” on **personal** networking sites. Staff should create a professional account when interacting with students through social networking.
- All content within social networking sites shall be made available to the public.
- Staff members will not give out their private cell phone or home phone numbers to students unless they are responsible for a school-sponsored club or sport. In the event a staff member shares his/her private phone number, they must indicate on the Staff Statement of Responsibilities page located at the end of this document.
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgement in on-line conduct.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for staff and student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Aspen (Parent/Student Access to Student Information System).

Expectation of Privacy

At any time and without prior notice, the FPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students and staff who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Sharing the staff network password with students.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Posting items exhibiting or advocating use of drugs and alcohol.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from Fairhaven Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment.
- Uses that contribute to the violation of any other staff/student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process

The Fairhaven Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Fairhaven Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit. For students, the discipline will reflect the language in the Student Handbook and be subject to the school's discretion.

Fairhaven Public Schools Limitations of Liability

The Fairhaven Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Fairhaven Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Fairhaven Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Fairhaven Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Fairhaven Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this FPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Fairhaven Public Schools and appropriate offices.

Modification

The Fairhaven School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

S.C. Adopted: August 25, 2010

Revised: 2/5/2014

STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Fairhaven Public School and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent collaboration and consent working together is a crucial focus of Fairhaven Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Fairhaven Public Schools Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Fairhaven Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Fairhaven Public Schools and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Fairhaven Public Schools.

Parent/Guardian Student Images for Educational Purposes

Fairhaven Public Schools attempts to provide students with the best educational practices and resources. Fairhaven schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Fairhaven Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Fairhaven Public Schools owns the photographs and video recordings and all rights to them.

Fairhaven Device Statement of Responsibility for Parent/Guardian and Student (If applicable)

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned device (iPad, laptop or tablet). We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost iPad.

Parent or Guardian Name (please print)

Student Name (please print)

Parent or Guardian Signature

Date

Student Signature

Date

I have read and understand the FPS Technology AUP.

I have read and understand the FPS Technology AUP.

I have read and understand that my child may be photographed for the use in educational publications.

I do not want my child to be photographed or videotaped for the use in educational publications.

**FAIRHAVEN PUBLIC SCHOOLS
STAFF STATEMENT OF RESPONSIBILITIES**

Staff Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution. I also understand the school network and email accounts are owned by Fairhaven Public School and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Staff Name (please print)

Staff Signature

Date

Staff Device Delivery, Access, and Use Statement

Please be aware that all documents, pictures, movies, and data should be saved to cloud services such as Google Drive or a network drive.

Staff Name (please print)

Staff Signature

Date

I am responsible for a club or sport and will give my private cell or house phone number to students. I understand that this means of communication shall be used for informational purposes only and shall not violate any of the terms included in the Fairhaven Public Schools Technology Acceptable Use Policy.