

Digital Technology Acceptable Use Policy
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Fairhaven Public Schools

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Introduction

The Digital Technology Acceptable Use Policy (DTAUP) 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.

The Fairhaven Public Schools encourages the use of digital technology for academic success, completion of assignments, and professional responsibilities and development. FPS provides access to digital technology within the district, primarily to support its educational goals and objectives.

This policy is reinforced by practice, acceptable use standards, and is required to be read before accessing technology devices, digital resources, and network infrastructure of FPS. Students and parents/guardians as well as all staff members of FPS must also read and sign the accompanying *Statement of Responsibilities* form at the end of this policy.

Purpose

FPS provides access to a wide range of digital technology for educational purposes, including devices, digital resources, and a secure network infrastructure. FPS digital technology is intended to be used for efficient communication within the district among students, staff, administration, parents and external stakeholders. Digital technology also assists students and staff by providing access to vast information resources, as well as providing a dependable network and Internet access while in school.

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 FPS as well as with applicable laws and this policy.

Definitions

1. "Digital Technology" is any device that creates, transmits or accesses digital information, whether connected to the network or used in a standalone situation. "Digital information" or "digital media" is any data created, transmitted, or accessed by digital technology.
2. "Devices" refer to district owned/leased, staff owned devices, and student owned devices.
3. "Digital resources" refer to any service, web application or data received via an FPS-issued device or digital technology.
4. "Network infrastructure," is defined as the FPS network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, web enabled devices, and other apps used throughout the district.
5. "Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.
6. "User" refers to any staff member, administrator, student, community member, or authorized guest who connects to the Fairhaven Public Schools' network, who uses digital technology belonging to FPS or who accesses our network.
7. "Educational use" is defined as a use that supports communication, research, and learning.
8. "Cloud Technology" is defined as the use of hardware and software to deliver a service over a network (typically the Internet), where users can access files and use applications from any device that can access the Internet.
9. "Drive storage" "Drive" refers to Google Drive, a storage service provided to all FPS students, faculty and

staff that allows documents, photos, projects, presentations and more to be securely stored and shared internally within the district.

Staff and User Responsibility

1. The Director of Technology will oversee access to the network and will establish processes for authorizing software installation, for the archiving of email and databases, for maintaining virus and spam protection, and for complying with the Children's Internet Protection Act (C.I.P.A.)
2. The building principal will maintain signed user agreements for students and staff; he or she is responsible for enforcing the DTAUP on-site.
3. Access to information technology through the FPS is a privilege, not a right. Students, parents, staff and substitutes shall be required to read the FPS Digital Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.
4. Content Filtering: The FPS 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). FPS 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 should inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. FPS will educate students about appropriate online behavior, including interacting with other individuals on social networking sites, online safety best practices, chat room safety, and cyberbullying awareness and response. FPS reserves the right to block any content unrelated to school use.
5. The FPS Digital Technology 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.
6. 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.
7. The FPS 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.
8. 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.

District Limitations of Liability

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

The FPS, 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 FPS assumes no responsibility for any information or materials transferred or accessed from the internet.

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

Due Process

The FPS will apply progressive discipline for violations of the district policy and signed Technology 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 FPS 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.

Monitoring

The FPS monitors the use of the school department's network and devices 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 FPS network. The information on the network in general files, Drive storage, and email is not private and is subject to review by the Director of Technology at the request of the FPS administration to substantiate inappropriate activity and/or to comply with requests of law enforcement agencies as part of their investigations.

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.

The FPS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the FPS. 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 FPS 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.

Unacceptable Uses of Technology

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 FPS 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.
- Destruction/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 an 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.
- Usage of any software or websites (proxy,VPN,etc) to bypass district controlled filters.
- 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.

Email

1. All email created or received by an employee of a governmental unit is a public record. According to Massachusetts General Laws: "public records" shall mean all...documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency...to serve a public purpose (G.L. c. 4, § 7, cl. 26).
2. Email is, therefore, a public record and it is subject to the requirements of the Public Records Law, G.L. c. 66. Any member of the public may request copies of email. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.
3. FPS email system controls how emails are sent and received. FPS Students cannot send email to parent

accounts or anyone outside of the FPS domain. No FPS students can 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.

4. Faculty and staff must not subscribe to mass electronic mailings (e.g., chain letters, "jokes of the day," "horoscopes," "trivia," et cetera). Mass mailings take up valuable network space that should be used for educational purposes.
5. Email accounts issued by FPS may not be used to bully, harass, or threaten any individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals;
6. Student email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.
7. 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.
8. Email and online chat is to be used for school-related communication purposes only.
9. Do not send harassing email, messages and/or content.
10. Do not send offensive email, messages and/or content.
11. Do not send spam email, messages and/or content.
12. Do not send email, messages and/or content containing a virus or other malicious content.
13. Do not send or read email, messages and/or content at inappropriate times, such as during class instruction.
14. Do not share emails, messages and/or content to share test answers or promote cheating in any way.
15. Do not use the account of another person.

School and District Webpages and Software

The Fairhaven Public School Committee authorizes the creation of school and/or District Web pages on the Internet to provide a portal to enable communication among teachers, students, staff, administration, and the community. 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.

The Media/Communications Specialist will be responsible for maintaining the official District web page, including individual school pages, and monitoring all District Web Page activity. 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) 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.

All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. All copyrighted material used on any of the district's web pages must have the expressed written permission of the person or organization that owns the copyright. 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.

All software applications must be approved by the Director of Technology to ensure student data privacy guidelines are in place prior to use.

Personal Devices

Faculty and staff personal devices are not permitted on the Fairhaven Public Schools' network unless approved by the Director of Technology. Personal devices are not the property of Fairhaven Public Schools and will not be serviced by the Technology Department. If approved, the personal device must have up-to-date virus protection software in order to be placed on the district's network.

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 storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, chromebooks, internet-of-things (IOT) devices, 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).

Copyright Infringement

Existing copyright law will govern the use of material accessed through the network. The user—any student, faculty member, administrator, staff member, or guest—will not infringe upon the copyright of works found on the Internet or within the network. As has been stated earlier, all copyrighted material used on any of the district's web pages must have the expressed written permission of the person or organization that owns the copyright.

Sources

Children's Internet Protection Act
Children's Online Privacy Protection Act
Hanover Public Schools
Waltham Public Schools

STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow this Technology Acceptable Use Policy posted on fairhavenps.org. 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 Schools ("FPS") and that FPS 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 FPS. 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 FPS Technology Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of FPS, 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 Technology 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 FPS and that FPS 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 FPS.

Parent/Guardian Student Images for Educational Purposes

FPS attempts to provide students with the best educational practices and resources. FPS 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 FPS web pages, blogs, newsletters, yearbooks, and newspaper articles. FPS 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, tablet, Chromebook, etc.). We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost device.

Parent or Guardian Name (please print)

Student Name (please print)

Parent or Guardian Signature

Student Signature

Date

Date

I have read and understand the FPS Technology AUP. .

I have read and understand the FPS Technology AUP. I 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 of education publications.

**FAIRHAVEN PUBLIC SCHOOLS
STAFF STATEMENT OF RESPONSIBILITIES**

Staff Expectations

I have read, understand and will follow this Technology 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 Schools ("FPS") and that FPS 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

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 FPS Technology Acceptable Use Policy.