

REGULATIONS

R 6141.321

GROTON PUBLIC SCHOOLS
GROTON, CONNECTICUT

Students

Technology Appropriate Use Regulations, Guidelines and Procedures:

Definitions:

- **Access Point:** a device used to share a wireless connection
- **Blogs/Wiki/Podcast:** Blogs and wiki's are a way for multiple people to collaborate and share data using a web page. A podcast is an audio or video file that can be viewed or listened to using a computer or device.
- **Board of Education(GBOE):** includes all names, logos, buildings, images and entities under the authority of the Groton Public Schools Board of Education
- **Children's Internet Protection Act (CIPA):** Requires that all K-12 schools and libraries in the United States using Internet filters to protect children from harmful online content.
- **Creative Commons:** a nonprofit organization that allows people to share their work freely with the public, under specific conditions. This differs from the Public Domain which is free for the public with no copyright protection.
- **Device:** A "device" as part of this protocol is a piece of privately owned and/or portable electronic handheld technology that includes emerging mobile communication systems and smart technologies, laptops and netbooks, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording and information transmitting, receiving, and storing. (CABE)
- **Digital Communication:** the sending of messages using an electronic device such as texting, email, instant messaging, online communication through a forum, chat room, game or other website or video conferencing
- **Digital footprint:** The trail of digital personal data/information that people leave behind through their interactions with websites, email, and social media while online
- **Family Education Rights and Privacy Act (FERPA):** Protects the privacy of student's personally identifiable information
- **Hacking(worm/virus/Trojan horse/time bomb, etc.):** to gain access to, or damage a device/file/network illegally or without authorization using various tools
- **Network (wireless/3G/4G):** a way for multiple devices to connect to each other and/or the Internet. . A wireless network sends a signal from a local access point. A 3G/4G wireless network hosted by a cellular company using remote access points.
- **Operating System:** the software that controls a device (ie: iOS, Microsoft Windows, Android, etc.)
- **Proxy site:** a tool for rerouting Internet traffic
- **Social Media:** includes, but is not limited to, social networking websites, such as Twitter, Facebook, LinkedIn, YouTube, MySpace, and other internet/web-related technologies
- **Web 2.0:** A "second generation" of the Internet that focuses on user collaboration instead of just simply accessing information

Use of District Technology

The following regulations cover use of all district technology resources regardless of where and when they are used or accessed including, but not limited to, the use or access at school, in the classroom, at a school related activity or function, or off school grounds or after school hours.

- Use of GPS technology resources (computers, mobile devices, software, online tools, email, network, etc.) is expected to be ethical, respectful, academically honest, and supportive of the district's mission and educational objectives.
- Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space in terms of privacy. All communications and information accessible via a network should be assumed to be public.
- Students must use technology in academically honest ways at all times, and are prohibited from using technology to engage in cheating, to aid other students in cheating, or to obtain an unfair academic advantage for themselves or others including grade tampering.
- Students will use technology in accordance with all district student codes of conduct. Student conduct that violates this policy or its regulations or any other existing board policy or regulation, or school rule is prohibited and may result in student discipline and/or suspension of or revocation of computer privileges.
- The Groton Public School District reserves the right to monitor, inspect, copy, review, store or disclose at any time and without prior notice any and all usage of computer networks including electronic mail and Internet access and other district technologies and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, discriminatory or obscene material. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Accessing in a public school environment materials that are objectionable including those containing language or images that is deemed to be vulgar, degrading, or inflammatory in nature is prohibited.
- Software, apps, and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.

- Use of technology for commercial activities, including the buying or selling of anything over the Internet, product advertisement, fundraising, unless prior written permission has been granted by the Superintendent or his designee, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- The Board of Education has no control over information on the Internet. Web filtering software is used to filter categories of websites, and the district will do its best to maintain filters for blocking inappropriate content. Use of any networks, access points, websites, proxies or other tools to circumnavigate district filters is strictly prohibited.
- Users need to maintain student and family privacy in all electronic communication in accordance with the Family Education Rights and Privacy Act.

Internet / Media Publishing:

The following regulations should be utilized when publishing items on the district website, any other site used for educational purposes, or any other form of media.

- Parent permission regarding posting student images needs to be confirmed by staff before posting any images.
- Identifiable images (picture or video) will never be accompanied by students' names.
- Electronic publication must be for educational purposes, and school administrators, teachers and staff may monitor these materials to ensure compliance with GPS policies and standards.
- Only first names will be used in published student work.
- Pictures that are a part of student publishing will not include identifying information.
- Under no circumstances will a student's home address or phone number or other identifying information such as a student identification number or social security number be included in electronic publications.
- Any replies or feedback to published student work will be gathered in an anonymous fashion or by the use of the sponsoring teacher's email address. Students' email addresses will not be used.
- In special circumstances, with parent-signed release, identifying information may be added.
- No sites are to be accessed using district provided student email accounts, unless approved by administrator or designee.

Use of Personal Technology Devices

For purposes of the AUP policy and regulations, a personal technology device is fully defined above. Generally, the term is understood to mean a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to, a laptop, netbook, tablet/slate, IPod touch, e-Reader, and cell and smart phone.

GPS is committed to aiding students and staff in creating a 21st century learning environment. Therefore students and staff will be permitted to access the GPS wireless network with their personal devices during the school day for academic purposes only; use and access by students and staff must be in accordance with appropriate use policies, regulations and guidelines and all other applicable district policies such as student codes of conduct and anti-discrimination policies and in accordance with state and federal law.

Students may use personal technology devices with teacher approval, supervision, and after receiving instruction in the safe and appropriate use of technology including safe and appropriate online behavior for minors, use of social networking sites, chat rooms and cyber bullying awareness and response. Students may use their personal devices at school only at designated times and in designated places.

Students are prohibited from using personal devices accessed through their personal networks while at school

- Written parent permission is required for students to bring to and use their personal electronic devices at school.
- Personal electronic devices may be brought to and used in the school for educational and instructional purposes only. Use of personal devices at school is a privilege. Accordingly, students who engage in use of personal devices at school during the school day for non-educational purposes or who otherwise violate Board policy or state or federal law in such use may be subject to modification to or loss of the privilege, and/or be subject to discipline up to and including expulsion in accordance state and federal laws and applicable district policies.
- Students must use personal technology in academically honest ways and are prohibited from using technology to cheat, to aid other students in cheating, or to otherwise obtain an unfair academic advantage for themselves or others including grade tampering.
- Technology services will provide instruction for registering and/or connecting the personal device to the wireless network, additional support for hardware and software related issues will not be provided.
- Students using personal devices must have the permission of their teacher before using the device.

- Students must immediately comply with teacher's instruction to shut down or put away any device.
- Owners are encouraged to mark their devices in a manner to make them uniquely identifiable. However, responsibility to keep the device secure rests with the individual owner, GPS will not be held liable for loss, damage, or theft of personal devices used on district property. If a device is stolen or damaged, it will be handled through the administrative office using the same procedures as other personal items that are stolen or damaged.
- To ensure appropriate network filters are enabled in adherence to the Children's Internet Protection Act, students/staff will only use the District's wireless network while at school and will not attempt to bypass the network using a 3G or 4G network or any other personal network.
- Devices may not be used for inappropriate purposes, including, but not limited to: using applications outside of teacher instruction (games, email, etc.), storing or transmitting illicit or illegal material, harassing, bullying or discriminating against others, sending inappropriate messages, cheating on assignments, hacking, or knowingly distributing viruses, Trojans, or other damaging material or accessing non-school approved or established social media sites during school, etc.
- Students shall have no expectation of privacy while using district technology or personal technology devices accessed through the district networks on school property during school.
- Where reasonable suspicion exists for administration to believe that a school rule, board policy or regulation or law has been violated, a student's personal device may be monitored, examined, searched and even confiscated in accordance with applicable Board policies including those related to search and seizure, and in accordance with applicable state and federal laws. If articulable facts give rise to believe that a rule, law, or policy has been violated, an administrator will determine whether a search and/or seizure is appropriate, and will then determine how and where the search will be conducted and the scope of the search. Where there is a suspicion of illegal activity, administration will contact police, and police will conduct the search or secure a warrant to do so. Where sexting or possession of pornography is suspected, caution should be exercised by school administration to ensure no further dissemination by downloading or storing images or text messages. Administration must be careful not to cross the boundary from investigation to possession of pornography.

- Any search conducted by school administration will be reasonable in its scope based upon the facts giving rise to reasonable suspicion and will not be more intrusive than necessary. At all times, care will be given to the preservation of the user's constitutional rights under state and federal law.
- If a device is confiscated, it will be returned in accordance with applicable district policies and regulations.
- Personal devices should be up to date with the latest operating system patches and running appropriate antivirus software. The district reserves the right to monitor such compliance.
- Personal devices should be brought to school with a fully charged battery, as there are not enough outlets to allow charging in the classrooms. GPS is not responsible for providing for charging of personal devices.
- Personal devices should not require any special software. GPS is not responsible for providing any software for personal devices. If specific software is required it may be provided under special circumstances.
- The camera in a personal device will not be used while on district property without specific permission from the teacher or administration and any such use must be in accordance with school rules, applicable district policies and laws.
- Additionally, all other guidelines and procedures defined in other areas of the GPS Appropriate Use document should be followed and applied when using personal devices.

Use of Social Media and Digital Communication:

Teachers, students and parents engaging, collaborating, learning, and sharing in digital environments are parts of 21st century learning. The following guidelines are provided to give direction to students, staff and the school community when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced, by GPS teachers and students, is a reflection on the entire district. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use or engaging in any form of digital communication, you agree to abide by these guidelines.

Students may not access personal social media sites using either GPS equipment, or personal technology devices while at school. Students may access school sponsored or approved social media sites while at school, while on district property or at district-sponsored activities with permission of a GPS representative/teacher/staff member for educational purposes only. Students shall not make a social media posting without the permission and approval of a GPS representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, MySpace, YouTube, Flickr and Twitter, and include blogs, wikis, and podcasts as well as other tools used to share information.

GPS will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

GPS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Among uses that are considered unacceptable and which constitute a violation of this policy are the following:

- Violating the law or GBOE policy or encouraging others to violate the law or policy. This includes the transmittal of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by GPS policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Intent to cause harm to others or damage to their property. This includes defamation (harming another's reputation); employment of another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Jeopardizing the security of student access and of the computer network or other networks on the Internet. For example, disclosure or sharing personal passwords with others; stealing and using other users passwords; impersonation of another user.
- Any type of commercial transactions. Students and other users may not sell or buy anything over the Internet.

Parental Notification and Responsibilities

The District will notify parents annually about the District network and the policies governing technology in the GPS. Parents and students must sign an agreement to allow their child access to and use of district technology including the Internet. Specific parental permission must be obtained before a student will be permitted to use personal technology devices at school in accordance with appropriate use policies and regulations.

Parents may request alternative computer activities for their child(ren) that do not require Internet access. A restricted use computer can be made to network services without Internet access.

Parents have the right at any time to investigate the contents of their child(ren)'s files. Parents have the right to request the termination of their child(ren)'s individual account at any time. Parents will be held financially responsible for any unauthorized costs incurred by their child(ren) in the use of District technology or personal technology at school, as well as damages incurred by the District resulting from the loss of, damage to, or the improper or illegal use of District technology or personal technology at school.

Resources:

Churches, Andrew; "Digital Citizen - Acceptable Use Agreement Committed Sardine blog; July, 2012; <http://www.fluency21.com/blogpost.cfm?blogID=32>

Montgomery, Karen, et al; "Social Media Guidelines" wiki; July, 2012; <http://socialmediaguidelines.pbworks.com>

http://www.4j.lane.edu/cis/appropriate_use

<http://doug-johnson.squarespace.com/blue-skunk-blog/2009/8/20/networking-guidelines-revised.html>

Connecticut Association of Boards of Education; Policy Services; Policy 6141.326(a);

SAMPLE

Groton Public Schools Summary Statement of Appropriate Technology Use By Students

ATTENTION STUDENTS AND PARENTS

At the beginning of each school year, you are required to read and familiarize yourself with the Groton Public Schools Appropriate Use of Technology Policy [POLICY #] and its accompanying regulations. For your convenience, these are available on the Groton Public Schools website, and in each school media center. Copies are available upon request. This is a summary statement containing the highlights of appropriate use of technology by students in the Groton Public Schools. This summary is not a substitute for a full review of the applicable policies and regulations. Please sign below to acknowledge your receipt and review of this statement and the Appropriate Use Policy and its regulations and your agreement to abide by all district policies, regulations, and guidelines governing the appropriate use of technology in the Groton Public Schools.

No student will be permitted to use district technology or use personal technology in school where such use is permitted without first signing below.

Educational Purpose

- Access to the Network/Internet has been established for educational purposes and research consistent with the District's educational mission and goals. District technology may be used at school for educational purposes solely and only in explicitly designated areas and at designated times. Students' technology usage must be in accordance with school rules, and District policy and regulations.
- The use of district and/or personal technology at school is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges and/or discipline.

Responsibilities

- The user is responsible for all of his/her actions and activities involving technology, including personal portable technology. Examples of user responsibilities include but are not limited to the following:
 - Keeping all school accounts and passwords confidential.
 - Logging on school technology with own user identification and password.
 - Logging off when leaving the computer.
 - Using the computers or other technology with teacher permission and supervision.
 - Taking precautions to prevent viruses.
 - Using permissible personal technology only for educational purposes and in designated areas and at designated times

Unacceptable Use

- Examples of prohibited conduct include but are not limited to the following:
 - Using the instructional network or Internet access for commercial business, political or religious advocacy purposes, solicitation or illegal activities of any kind.
 - Access or dissemination of obscene or pornographic material.
 - Sending material critical of or which may be offensive or objectionable to others, or using the network or Internet to threaten or harass others.
 - Engaging in cyber bullying
 - Harassing network users, infiltrating computing systems and/or damaging software components.
 - Making any unauthorized entry to or alteration of any document, either paper or electronic, not created by user.
 - Sharing one's account with anyone or leaving account open or unattended.
 - Disclosing personal information about oneself or another student.
 - Subscribing to online services without approval of district staff.
 - Deliberately misusing the network and its peripherals.
 - Installing of software.
 - Intentionally bypassing the network filters.
 - Tampering with the hardware or software or system configuration.
 - Accessing executables from external sources.

Any user violating rules related to the use of district or personal technology or applicable state and federal laws and/or classroom and District rules, is subject to loss of technology privileges and other District disciplinary options provided by state statute, Board Policy, or student codes of conduct, including, but not limited to, suspension and/or expulsion.

Digital Citizenship

As it supports students to develop the citizenship skills necessary to function in society, Groton Public Schools understands its responsibility to help students develop digital citizenship skills, as the Internet and electronic communication has become ubiquitous in the 21st century. Digital citizenship skills enable students to use information and technology in safe, legal, and responsible ways. Administrators, teachers, and staff are expected to model good digital citizenship skills for students in the same manner they model all expected behaviors. Students will receive instruction on the concepts and skills involved in digital citizenship.

A responsible digital citizen is one who:

Respects One's Self:

- Users show respect for themselves by understanding online behavior is a reflection and representation of oneself. They select online names that are appropriate, consider the information and images posted online as public expressions of themselves, and do not post personal information.

Respects Others:

- Users show respect for others online. They refrain from using technology to bully, tease, insult, inflame, harass or discriminate and in general, disrespect others. They do not visit sites that are degrading, pornographic, racist or otherwise inappropriate in the school setting. They do not violate others' access to material or others' files, online spaces, or material and never borrow, use or misappropriate another's identity, online password/or another's work product.

Protects One's Self:

- Users protect themselves by not posting any information including images that may put them at risk. They do not post personal details or contact information or otherwise share private information. They report any attacks or inappropriate behavior directed at them or other abuse. They protect passwords, accounts and resources.

Protects Others:

- Users protect others online by not putting others at risk and taking care to not offend others. They report abuse and do not create, forward or disseminate in any manner inappropriate materials, images or communications. Users do not visit degrading, pornographic, racist or other inappropriate sites.

Respects Intellectual Property:

- Users understand online resources are the creation of others. They request permission to use resources as necessary, suitably cite any and all use of websites, books, media, etc. and abide by fair use rules.

Protects Intellectual Property:

- Users adhere to copyright laws and agreements. They seek permission to use the software and media others produce. They act with integrity when dealing with licensed music, software and other media.

Groton Public Schools, Groton, Connecticut
Appropriate Use Agreement

By signing below, I hereby acknowledge receipt of the Groton Public Schools Summary Statement for Student Technology Use and Access, and Appropriate Use Policy and its regulations. As a user of the Groton Public Schools computer network and technology, I hereby agree to comply with the rules governing student use of technology in the Groton Public Schools specifically as set out in the summary Statement, and in Appropriate Use Policy and its regulations. I agree to use technology including the Internet in a responsible fashion honoring all relevant laws and restrictions and abide by the tenets of Digital Citizenship outlined above.

Student Name _____

Student Signature _____ Date _____

School _____ Grade _____

As the parent or legal guardian of the minor student signing above, I have read and reviewed with my child the Summary Statement, and the Groton Public Schools Appropriate Use of Computers and Technology Policy and its regulations and understand the terms for appropriate use of technology by my child in the Groton Public Schools.

I understand that I may be held responsible for violations by my child and that any conduct that is in conflict with these responsibilities is unacceptable and such behavior may result in the termination of access and possible disciplinary action as indicated by state Statute, board policy and the school codes of conduct.

I am aware that some material on the Internet may be objectionable and that reasonable effort on the part of the school has been made to filter such material. I accept responsibility for guidance of my child's use of technology including Internet use— setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media, and release the Groton Public Schools and its members, employees and agents from any claims in connection with use of the District computers, networks/Internet or other district technology as well as the use by my son/daughter of his/her personal portable electronic devices/networks brought to and used while at school, school functions or activities.

Parent Signature _____ Date _____

Student's Name _____

Permission for Use of Personal Devices

As the parent/guardian of _____, I hereby grant my permission for my child to bring and use his/her own personal portable devices (such as laptops, tablets, smart phones) at school for educational purposes as permitted in my child's school. In granting my permission, I agree to hold harmless the school district from any loss, theft or damage to my child's personal portable devices or other claims resulting from such use by my child. I agree that my child will be responsible for his/her own devices and will use them according to all school and district rules, policies and regulations.

Parent Signature _____ Date _____

Student's Name _____

School _____ Grade _____

POLICY ADOPTED: November 12, 2013