

Instruction

Computers: Responsible Computer, Network and Internet Use

Overview

The Newtown Board of Education (Board) provides its students and staff access to a multitude of technology resources. Access to information and communication technologies (ICT) is considered a privilege and not a right. ICT resources consist of any technology and/or devices that access or convey information, software applications, Internet resources and Internet environments.

These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond the local campus. The advantages of having access to these resources are viewed by the Board as far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The policies of the Board are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen

The District uses information and technology in safe, legal, and responsible ways. It is incumbent upon all members of the school community to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct. Therefore, a responsible digital citizen, whether staff, student or volunteer, is one who:

- **Respects One's Self.** Users will select online names that are appropriate and honest about one's identity, and will consider the information and images that are posted online. Users will communicate and interact with others in respectful ways.
- **Respects Others.** Users will refrain from using technologies to bully, tease or harass other people. Users will not access or use hate-based or sexually explicit materials (inclusive of sexting regardless of if the subject is oneself) nor will they disparage others.
- **Protects One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will adhere to age requirements and guidelines of all websites. Users will protect personal information and respect the privacy of others' information by not revealing any such information through email communications or the use of the Internet unless directed by a staff member.

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Digital Citizen (continued)

- **Respects Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protects Intellectual Property.** Users will request to use the software and media others produce. Respect will be shown for intellect and creativity by asking permission, giving credit and observing the law.
- **Respects Classroom Guidelines.** Users will follow all guidelines set by teachers regarding the use of electronic devices. Users will respect teachers and classmates by keeping all communication school related.

Expectations

Responsible use of the technology resources provided by the Board is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail and chats) to insure that users are using the system in accordance with Board policy. Users should not expect that files stored in district-provided resources will be private.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of electronic devices should be consistent with the Board's educational objectives, mission and curriculum.
- 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 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.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.

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Expectations (continued)

- Use of computing resources for non-school sponsored commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for vandalism. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.
- Files stored on district-managed networks or in district-provided resources are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Communications via ICT resources are often public in nature and general school rules and communication apply. It is expected that users will at all times comply with District standards and will act in a responsible and legal manner in accordance with District standards as well as with federal and state laws.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

It is important that all users and parents understand that the District, as owner of the ICT resources, reserves the right to monitor and review the use of ICT resources. Such monitoring or review will be limited and done, as needed to ensure that the systems are being used for District-related educational purposes. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

Monitoring access is for, but not limited to, the following reasons:

- Ensuring the safety and security of people and resources;
- Ensuring positive learning and work environments;
- Keeping schools safe from harassment, intimidation or threats;
- Ensuring ICT resources use relates to educational mission and goals;

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Expectations (continued)

- Preventing breaches of confidentiality;
- Prevention of copyright infringements;
- Ensuring appropriate Internet access;
- Ensuring appropriate communication messages, such as email, blogs, chats and discussion forums; and
- Ensuring appropriate file downloads and print requests.

Policy Violations

The District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Legal Reference: Connecticut General Statutes
 53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)
 20 U.S.C. 254 Children's Internet Protection Act of 2000
 47 U.S.C. Children's Online Protection Act of 1998
 Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Policy adopted: November 7, 2018

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Staff Technology Use Guideline

The Newtown Public Schools (NPS) provide computers, networks and Internet access to support the Newtown Public Schools mission statement, to enhance the curriculum and learning opportunities for students and to assist staff in the efficient completion of job related tasks and duties. Notwithstanding the foregoing, incidental use of the network, e-mail and internet system by staff members is permitted as long as such use is limited in frequency and duration, does not interfere with the primary intended use of the system, and is initiated during non-work periods. All members of staff have a responsibility to use the school's network in a professional, lawful, and ethical manner.

All District devices and network services are under the custody and supervision of the Newtown Public School system. Only the staff of the Technology Department is authorized to install programs or hardware and grant access to computers and district resources on the wired network.

The school system reserves the right to monitor all computer and Internet activity by employees. Employees should have no expectation of privacy in their use of district computers and related services. This includes, but is not limited to, the use of a District assigned email address. Email accounts are provided to staff for the purpose of conducting school related business. All emails to and from the employee using the Newtown Public School address are archived for a period of up to 10 years.

Internet access is provided via the school network on a filtered, as-available basis. The District shall not be liable for any claims, losses, damages, or costs (including legal fees) of any kind, suffered directly or indirectly, arising out of the use of the District's network in violation of this policy including, but not limited to, "identity theft." Each user is responsible for the content of all electronic text, audio, or imagery that he/she transmits. Users are not responsible for unsolicited information that he/she receives. No user will knowingly download or store on district technology pirated or unlawfully attained music, video or electronic resources.

Electronic communications with students should be professional, and transparent. All communication between staff and student should be considered a matter of record regardless of whether it is communication for an educational or otherwise sponsored school activity. The distinction between the role of a public educator and personal friendships with students should always be visible and strongly communicated. Acceptable forms of communication include the use of district supplied email, PowerSchool/Teacher, teacher websites, Google Classroom and SchoolMessenger. Staff is warned of the dangers of texting. Texting, although quick and convenient, can easily stray off topic and easily be misinterpreted by a parent. Unacceptable forms of communication include the use of non-district supplied email accounts and partaking in online gaming activities.

The District has implemented the use of an enterprise anti-virus solution. Acknowledging that the quantity and composition of viruses and worms is constantly changing, no virus protection is 100% reliable. The District shall not be liable for the transmission of any virus or worm to the employee's home system through the employee's use of USB storage devices or email. For the employee's protection in general, it is strongly recommended that they are protecting their home systems with an up-to date anti-virus product.

The District will be providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the NPS wireless network is entirely at the risk of the user, and the school district is not responsible for any loss of information, injury or damages resulting from the use of the wireless connection.

Inappropriate use of the Newtown Public Schools' network may result in loss of user privileges or other disciplinary actions, up to and including discharge. Illegal uses of the district's computer networks and Internet services may also result in referral to law enforcement authorities.

Responsible Use of Technology Staff Agreement

Staff is to utilize the Newtown Public Schools' devices, networks, and Internet for job related and educational purposes. The use of bullet points in this document is meant to clarify and explain the preceding text. The bullet points are not meant to be interpreted independently. Examples of unacceptable uses may include but are not limited to:

- Accessing websites designed for dating or personal relationships
- Adult entertainment
- Entering competitions or sweepstakes for personal gain
- Gambling
- Installing, downloading, distributing, or storing any non-job related files or file attachments such as add-on animation screen saver programs, chain letters, etc. The employee is to refrain from storing music and imagery of a personal nature, unless job-related or for incidental personal use.
- Private business, monetary or personal gain
- Solicitation of non-District business

Attempts to use someone else's identity, and/or password or to bypass existing Internet access restrictions provided by the District's filter are in violation of acceptable use.

Staff must take care when using social networking websites even when such use occurs in their own time using their own computer. Social Networking sites invite users to participate in informal ways that can be open to abuse, and often make little or no distinction between adult users and children.

You must not allow any student to access personal information you post on a social networking site. In particular:

- You must not add a student, other than a family member, to your 'friends list'.
- You should ensure that personal information is not accessible via a 'Public' setting, but ensure it is set to a 'Friends only' level of visibility.
- You should avoid contacting any student privately via a social networking website, even for school-related purposes.

Electronic communications with students should be professional, and transparent. All communication between staff and student should be considered a matter of record regardless of whether it is communication for an educational or otherwise sponsored school activity.

- The distinction between the role of a public educator and personal friendships with students must always be visible and strongly communicated.
- Avoid texting. It can easily stray off topic and easily be misinterpreted by a parent.
- Avoid the use of non-district supplied email accounts and partaking in online gaming activities.

Staff should also take care when posting to any public website (including online discussion forums or blogs) that their comments do not harm their professional standing or the reputation of the school – even if their online activities are entirely unrelated to the school.

- Unless authorized to do so, you must not post content on websites that may appear as if you are speaking for the school.
- You should not post any material online that can be clearly linked to the school that may damage the school’s reputation.
- You should avoid posting any material clearly identifying yourself, another member of staff, or a student, that could potentially be used to embarrass, harass, or defame the subject.

Staff is required to use reasonable care in the use of local technology resources (hardware, software, and communications devices):

- Use computers and the network appropriately in the completion of daily duties.
- Resources should not be used for private business, monetary or personal gain.
- Respect copyrights. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license agreement or copyright notice. Unlawfully gained, or pirated content, is forbidden.
- Authorship and/or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc).
- Vandalism or theft of resources (including data and files) will not be tolerated.
- Passwords must not be exchanged and other's passwords must not be used. The individual is responsible to maintain the privacy of his/her own user accounts and to respect the privacy of other users’ accounts.
- Report inappropriate behaviors and uses to an administrator. Hacking, altering system or network configurations, and installation of software without the permission of the Technology Department are inappropriate behaviors.

The school district reserves the right to:

- monitor device and/or network use
- review files and messages stored on network servers

I have read, understand, and will abide by the Responsible Use of Technology Staff Agreement.

Signature _____ **Date:** _____

Printed Name _____

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Responsible Use of Technology Agreement
Grades 5-12

Statement of Purpose:

The Newtown Public School District, believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students as digital citizens.

Responsible use of technology, whether provided by district or student-owned, is devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the Newtown Schools.

Terms of Agreement:

The district

- will take reasonable steps to ensure that students use information technology responsibly.
- cannot guarantee nor be held responsible for the accuracy of the information students find on the Internet.
- utilizes a filtering system to minimize the possibility of a student reaching inappropriate sources.
- may review files and messages stored on our servers or transmitted within our network (File space is comparable to a school locker).

It is important for parents and students to understand the responsibilities that accompany the use of district technology and are listed below.

Students

- must use District-provided technologies, such as computers, network resources and the Internet **solely** for educational purposes. They must:
 - respect the intellectual property of others.
 - always cite electronic sources from which information is accessed.
 - never intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- must respect the rights of the individual and practice safe behaviors. They must:
 - never distribute private information about themselves or others.
 - only use their own assigned accounts.
 - always maintain the privacy of their own user account and respect the privacy of another's account.
 - always report to a staff member any perceived problem with information that someone is giving or asking of them.

Students (continued)

- must use computers, electronic devices, and the network appropriately. They must:
 - never destroy or damage data, networks, or other resources belonging to fellow network users or the school community.
 - never disable or circumvent any technology protection measure installed on school technological resources.
 - report inappropriate behaviors and uses to an administrator or staff member including hacking, altering system/network configurations, bypassing Internet content filtering systems and/or the installation of software or hardware without the permission of a staff member.
- must respect and practice the principles of community. They must:
 - only communicate in ways that are kind and respectful.
 - never use technology to harass, humiliate or defame any individual.
 - always report threatening or discomfiting respect the rights of the individual and practice safe behaviors.

Consequences:

Inappropriate use of the Newtown Public Schools' network and technology resources may result in loss of user privileges in addition to other disciplinary and/or legal actions.

Reference:

BOE policy P6141.321

BOE policy P5131.81

BOE policy P5131.82

(This is only included if paper form is handed out)

Newtown School District Responsible Use Of Technology Agreement

Grades 5-12

The district will provide an environment consistent with its mission, the requirements of the Connecticut State Board of Education, and federal/state laws, where students can receive the benefits available through the instructional use of technology that will assist them in accomplishing the goals of the district.

Signing below indicates we understand the Responsible Use of Technology Agreement.

Student: _____ **Parent/Guardian:** _____

Printed name: _____ **Printed name:** _____

School: _____ **Grade:** _____

Date: _____

Parents of students entering grades 5, 7 & 9 and newly-enrolled students will be asked to complete this form.

Please return this signed form to your child's school.

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Responsible Use of Technology Agreement
Grades K-4

Parents and Students:

Please read together, sign and return the next page to the school.

Statement of Purpose

The Newtown Public School District believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Responsible use of technology, whether provided by district or student-owned, is devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the Newtown Schools.

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules.

1. I promise to use all computer equipment with care and respect.
2. I promise to only work on programs and web pages that my teachers tell me to use.
3. I promise to ask for help if I don't know what to do.
4. I promise to tell an adult if I read or see something on the computer that is not appropriate.
5. I promise never to use the computer to hurt, frighten, or bully others.
6. I promise to print only when my teacher tells me to.
7. I promise to use only my assigned accounts.
8. I promise to be considerate of other computer users and their privacy. I will not touch someone else's computer equipment.
9. I promise never to give out personal information about myself or anyone else when using the computer.
10. I promise to help others follow these rules.
11. I understand that if I break any of these promises, I might not be able to use the computers.

(Only included if paper form used.)

I will sign my name to show that I will follow the rules for the Responsible use of technology.

Student Name (Print) _____

Student Signature _____

Classroom Teacher _____

Grade _____ Date Signed _____

Signing below indicates we understand the rules of the technology agreement. I have read this responsible Use Agreement and have discussed it with my child.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date Signed: _____

Please return this form to your child's homeroom teacher.

Reference:
BOE policy P6141.321
BOE policy P5131.81
BOE policy P5131.82