

## **SCHOOL COMMITTEE POLICY**

Policy #92

### **Digital Learning and Technology Acceptable Use Policy**

#### **Introduction**

The Medway Public School System believes that technology, when properly utilized and integrated into the curriculum, can provide a transformative learning experience for our students, staff, and community. This Acceptable Use Policy for the Medway Public Schools (“MPS”) provides parents/guardians, students, and staff with a statement of expectations for the use of technology within the Medway Public School District. 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 Medway Public Schools. Students and parents/guardians, as well as all staff members of MPS, must read and sign the accompanying Statement of Responsibilities.

#### **Our Mission:**

*The Medway Public School district, in partnership with the community, creates an academically challenging, safe and supportive learning environment that promotes the pursuit of excellence for all.*

#### **District Vision:**

*The Medway Public School District aspires to provide all students with a robust, equitable academic program that engages, challenges, and supports all students to apply knowledge, develop talents and skills, think independently, work collaboratively, and become informed, responsible and productive citizens of a global community.*

#### **Digital Learning Vision:**

*Medway Public School students will learn in personalized, digitally-rich environments that authentically and effectively integrate technology ensuring they will thrive in their future endeavors in an interconnected, global community.*

#### **Proper and Ethical Use**

The smooth operation of the network relies upon the proper conduct of the end users and their adherence to strict guidelines. These guidelines are provided here so that all are aware of the responsibilities and expectations. In general, this requires efficient, ethical and legal utilization of the network resources. If a Medway user violates any of these provisions, his or her access will be suspended and may continue to be denied in the future. We may also impose financial responsibilities for malicious damage to resources, and in appropriate cases, notify law enforcement. The signature(s) at the end of this document is (are) legally binding and signifies the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

## **Terms, Conditions, and Expectations**

### **Personal Responsibility**

All individuals who access the Medway Public Schools network or devices must accept full responsibility for their own actions and report any misuse of others to an appropriate authority. Misuse can come in many forms, but is commonly viewed as physical damage, inappropriate use, and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, plagiarism, racism, sexism, inappropriate language, and bullying, cyberbullying or harassment. All rules of conduct of the Medway Public Schools apply when individuals utilize district associated digital resources.

### **Acceptable Use**

All user accounts must be in support of education and consistent with the educational objectives of the Medway Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. All users assume full liability – legal, financial, or otherwise – for inappropriate actions.

### **Privileges**

The use of school resources is a privilege; inappropriate use will result in a cancellation of the privilege. The school administrators will deem what is inappropriate use and their decision is final. Also, the school administrators may choose to terminate access at any time. The administration, faculty, and staff of Medway Public Schools may request the network administrator to deny, revoke, or suspend specific user access.

### **Resources**

The Medway Public Schools intends to provide resources that support the curriculum goals and initiatives of the district. These resources include but are not limited to wired and wireless network and Internet access, end user computer equipment and peripherals, content applications and collaboration tools, and user accounts to differentiate staff and student identities. These resources are intended to promote a secure environment that helps all users create, collaborate, and share information.

### **Monitoring**

The Medway Public Schools reserve the right to monitor and review any material, at any time, and without prior notice, on a school supplied device and user account in order for the District to make determinations on whether specific use of available resources is appropriate. In reviewing and monitoring user accounts to determine appropriate use, the Medway Public Schools shall respect the privacy of user information and adhere to state and federal laws [FERPA, CIPA, HIPAA, and COPPA]. The intent of any monitoring activity is to ensure the security of our network, maintenance of personal identities, and effective use of school supplied resources.

### **Procedures for Use**

- It is the expectation of the Medway Public Schools that all users will develop 21<sup>st</sup> Century Skills (Communication, Collaboration, Critical Thinking, and Creativity) through the exposure and eventual mastery of state and national standards of when utilizing digital resources.
- Users must adhere to the guidelines established in the Student and Staff Handbook and this AUP.
- All users have the right to use the available resources for educational purposes. Users should not be engaged in non-educational activities during school hours or impede the network's operation from educational purposes.
- The district allows the use of personal equipment for educational purposes in accordance with guidelines established by the building principal. Access to the wireless network for personal devices will be allowed on a "Public" network. No access to secure wired networks will be allowed without the appropriate authority.
- Secure account information [user accounts] is expected to be personal and not shared with any other individual. The sharing of or tampering with another person's security features involved in his/her account(s) or intellectual property is expressly prohibited. Individuals will be held responsible for content or conduct on their user accounts.
- The attempt to gain access to systems, resources, or data beyond administratively set parameters and or intentionally circumventing security affecting the operation of the network resources is expressly prohibited.
- We reserve the right to monitor and filter content on a school owned device in accordance with federal regulations.
- Devices provided by the Medway Public School District are expected to be used for educational purposes by the assigned user. The right to use school resources does not extend to additional users or family members.

### **Network Etiquette**

Staff and students are expected to abide by the generally accepted rules of online etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other abusive or inappropriate language.
- Only legal activities are allowed. Illegal activities will be reported to building authorities and, under appropriate circumstances, law enforcement.
- Do not reveal your personal information. Keep passwords and personal information secure.
- Electronic mail (email) is not guaranteed to be private.
- Do not use the network in a way that would disrupt or impede its educational purpose and use.
- The creation of private networks or attempts to disrupt or impede school network operations is prohibited.

### **Security**

Security on any computer system and personal account is a high priority, especially when the system involves many users. Use or attempt to gain access to content or personal information of another individual's account is prohibited. Attempts to log onto the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to all network resources. Account passwords should not be shared and should be routinely changed to help ensure personal security.

### **Vandalism, Cyberbullying and Harassment**

Vandalism, cyberbullying, and/or harassment will result in the cancellation of privileges and possible financial charges to the individual responsible. Vandalism includes any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to, the altering of workstation operating system files, malicious damage of hardware components, tampering with another user's personal profile, data, or intellectual property, and the creation and distribution of malicious computer code [viruses, malware, or ransomware].

Cyberbullying and harassment are defined by state law and school policy and are strictly prohibited. Any claims of harassment or cyberbullying will be addressed in accordance with state law and school policy.

### **Encounter of Controversial Material**

With access to these resources also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Medway Public Schools has taken reasonable precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material and to report any suspicious content to district staff immediately. Any decision by the Medway Public Schools to restrict access to Internet material and or filter content shall not be deemed to impose any duty on Medway Public Schools to regulate the content of material on the Internet.

### **Warranties**

The Medway Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Medway Public Schools will not be responsible for any damages suffered. This includes loss of data or service interruptions. Use of any information obtained via the Internet is at your own risk. The Medway Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Agreement must be signed annually. Building administration or designee must monitor agreements to ensure that all active accounts have a valid agreement.

First Reading: July 21, 2016

Approved: August 4, 2016

**EXHIBIT A**

**Medway Public Schools  
Medway, MA**

Policy #92

**Digital Learning and Technology Acceptable Use Policy Agreement**

**Student or Staff member**

I have read, understand and will abide by the **Digital Learning and Technology Acceptable Use Policy (#92)**. I further understand that any violation of the regulations is unethical and may constitute a financial expense and possible criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

\_\_\_\_\_  
*Print Student/ Staff Name*

\_\_\_\_\_  
*Student/ Staff Signature*

\_\_\_\_\_  
*Date*

**Parent or Guardian**

As the parent or guardian of this student, I have read the **Digital Learning and Technology Acceptable Use Policy (#92)**. I understand that this access is designed for educational purposes. I recognize it is impossible for Medway Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to grant access to the Internet for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
*Print Parent/ Guardian Name*

\_\_\_\_\_  
*Parent/ Guardian Signature*

\_\_\_\_\_  
*Date*

**FAILURE TO RETURN THIS FORM INDICATES THE STUDENT DOES NOT HAVE  
PERMISSION TO USE THE SCHOOL NETWORK**