

Tewksbury Public Schools

Technology Acceptable Use Procedures

(Pertaining to IJNDB – Acceptable Use Policy – Technology)

<http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=597443>

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Introduction

This Technology Acceptable Use Procedure for the Tewksbury Public Schools (“TPS”) is enacted by the School Committee to provide the parents, students, and staff of the Tewksbury School Community with a statement of purpose and explanation of the use of technology within the Tewksbury learning community. This procedure 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 Tewksbury Public Schools. Students and parents/ guardians as well as all staff members of TPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

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

Implementation of this Procedure

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 Tewksbury Public Schools as well as with applicable laws and this procedure.

Definitions

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

“Information technology” is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

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

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

Children’s Online Privacy Protection Act (COPPA)

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

Tewksbury Public Schools works diligently to comply with COPPA requirements. Tewksbury Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Tewksbury Public Schools will use an internal school district identification number to represent each student user.

Technology Related Services Provided by the Tewksbury Public Schools

What are Google Apps for Education (GAPE)?

Tewksbury Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Tewksbury Public Schools have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

TPS Student Google Account Setup

TPS student accounts are created by TPS and use only local student identification information. The student’s account login and password will be shared with both the student and their parent at the start of the school year. **Login accounts will be as follows:** (last name,first initial,year of graduation ###@tewksbury.k12.ma.us) example: smithj16@tewksbury.k12.ma.us

Passwords will be as follows: first initial, last initial, #sign, local identifier#. example: js#12345678. **As always, students and parents must keep this account information secret** as it will be the student's Google account information throughout their school career with TPS. Student accounts will expire upon graduation and/or withdrawal from TPS.

Gmail

Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate and collaborate with staff and students within the TPS domain.

Google Calendar

Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive

Google Drive gives all users their own cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files and work collaboratively from any device that has Internet connectivity.

Google Drive includes the following programs:

- Google Documents - word processor similar to Microsoft Word
- Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - spreadsheet program similar to Microsoft Excel
- Google Forms - survey/data collection tool for creating forms and collecting data from an audience
- Google Drawings - simple graphic design program

Uses for Student Gmail

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

Student Gmail Permissions

Parents, as always, reserve the right to monitor their child's use of this account and all school-related curriculum accounts (i.e. Aspen, ThinkCentral, Naviance, etc.) Students have a Gmail account (that their parent/guardian can also access) as their login to use Google Apps for Education. Additionally, Tewksbury Public Schools' reserves the right to access student accounts at any time. Please see page 6 of this document.

Student Emails to Staff

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

General Email and Online Collaboration Guidelines

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

Email and online collaboration with Google Apps is for school-related communication ONLY.

Do not send harassing email or instant messages or content.

Do not send offensive email or instant messages or content.

Do not send spam email or instant messages or content.

Do not send email or instant messages containing a virus or other malicious content.

Do not send or read email or instant messages at inappropriate times, such as during class instruction.

Do not send email or instant messages to share test answers or promote cheating in any way.

Do not use the account of another person.

Content Filtering

The Tewksbury Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA).

Tewksbury Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Tewksbury Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response. Tewksbury Public Schools provides these educational opportunities as part of the Tewksbury Public Schools K-12 Information and Digital Literacy Goals.

Monitoring

- The Tewksbury Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Tewksbury Public Schools network. The information on the network in general files and

email is not private and is subject to review by the network manager at the request of the Tewksbury Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

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

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

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

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

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

User Access and Explanation of Guideline

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

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

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

The Tewksbury Public Schools provides students 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 a staff member.

Scope of Technology Policies

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

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

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

Expectation of Privacy

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

Consequences for Violation of Technology Policies

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

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

Unacceptable Uses of Technology Resources

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

Interfering with the normal functioning of devices, computer systems, or computer networks.

Damaging or theft of devices, computer systems, or computer networks.

Accessing, modifying, or deleting files/data that do not belong to you.

Sending or publishing offensive or harassing messages and content.

Accessing dangerous information that, if acted upon, could cause damage or danger to others.

Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password.

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 procedure.

Violating copyright laws and/or the district procedure on plagiarism. Copying software or applications from Tewksbury Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.

Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.

“Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.

Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:

Music files

Movies

Video games of all types, including ROMs and emulators

Offensive images or files

Programs which can be used for malicious purposes

Any files for which you do not have a legal license
Any file which is not needed for school purposes or a class assignment.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

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

Due Process

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

Tewksbury Public Schools Limitations of Liability

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

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

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

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

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the Tewksbury Public

Schools network. Parents and guardians agree to reimburse Tewksbury Public Schools for any expenses or damages incurred in the use of district owned technology devices.

Modification

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

ACCEPTABLE USE POLICY - TECHNOLOGY

Purpose

The Tewksbury Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Tewksbury Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Tewksbury Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Tewksbury Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Tewksbury Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

The Tewksbury Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

SOURCE: MASC Adopted: April 14, 2015

<http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=597443>

TEWKSBURY PUBLIC SCHOOLS
STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow this Acceptable Use Procedure. My commitment to responsible digital citizenship is a critical component in mastering 21st century skills. 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 Tewksbury Public School and that Tewksbury Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

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

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

I understand and will support my student in adhering to this Acceptable Use Procedure. 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 Tewksbury Public Schools and that Tewksbury Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Tewksbury Public Schools.

Parent/Guardian Student Images for Educational Purposes

Tewksbury Public Schools attempts to provide students with the best educational practices and resources. Tewksbury schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. *(continued on page 11)*

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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 Tewksbury Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Tewksbury Public Schools owns the photographs and video recordings and all rights to them.

By signing this document below, I acknowledge that I have read and understand the Tewksbury Public Schools Technology Acceptable Use Procedures (Pertaining to IJNDB – Acceptable Use Policy – Technology) and know I can contact my school principal if I have further questions.

Parent or Guardian Name (please print)

Student Name (please print)

Parent or Guardian Signature

Student Signature

Date

Date

Parent- I have read and understand the TPS Technology AUP.

Student- I have read and understand the TPS Technology AUP.