

Community Relations

SUBJECT: ACCEPTABLE USE POLICY - STAFF/STUDENTS/VISITORS TO THE DISTRICT FOR DISTRICT NETWORK, 1:1 CHROMEBOOKS, COMPUTERS, E-MAIL, AND THE INTERNET**Introduction**

New technologies are changing the ways that information may be accessed, communicated, and transferred. These technological shifts also offer the opportunity to enhance instruction and student learning. The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and the "Internet." It may include the opportunity to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District. District staff, students, and visitors are authorized to use the District's on-line services in accordance with the user obligations and responsibilities specified below.

Purpose

The purpose of this policy is to define guidelines for student, staff, and visitors for the use of District networked computer equipment, including those that provide access to the Internet.

1:1 Student and Staff Chromebook Program

The focus of the one-to-one (1:1) Chromebook program at the Rocky Point UFSD is to prepare students for their future, a world of digital technology and information. The 21st Century Skills in Education requires that technology be integrated throughout the curriculum. By increasing student access to technology, it allows each to learn at their full potential and prepare them for the real world of college and the workplace. Technology encourages problem solving and critical thinking skills, yet does not diminish the teacher from facilitating learning. The Rocky Point UFSD, following the Children's Internet Protection Act (CIPA) requirements and the Children's Online Privacy & Protection Act (COPPA) -- governs the collection, use, and disclosure of personal information collected from children under age 13, has safety policies and technology protection in place to filter and monitor the online activities of minors/students. Your child will be issued a Chromebook once an agreement has been signed and returned. Upon receipt of a Chromebook, the agreement between the Rocky Point UFSD, the student, and his/her parent or legal guardian is in effect. The student and parent(s), in consideration of being provided with a Chromebook and related materials for use while a student at Rocky Point UFSD, agree to the following:

The District has the sole right of possession of the Chromebook and any related equipment and gives the student and staff permission to use the device and accessories according to the guidelines stated in this document. The District administrative staff retains the right to collect and/or inspect the device at any time, including by remote access, and to add, delete or change installed extensions, apps, software and hardware. The District administration may deny, revoke, suspend, or limit a network account at any time without prior notification.

The District will retain records of serial numbers of the Chromebooks and to whom they are assigned. The District will stock a limited number of Chromebooks that may be loaned out if the assigned device becomes inoperable; however, the District cannot guarantee a loaner may be available at all times. Report all Chromebook problems immediately following the procedures set forth by building administration. Students may not keep a broken Chromebook or avoid

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using a Chromebook due to loss or damage. If a student forgets to bring the device or power adapter to school, a substitute may be provided if one is available. Students are solely responsible for bringing the fully charged Chromebook to school each day. Students are solely responsible for any data stored on the Chromebook. Lost work due to mechanical failure or accidental deletion is not an acceptable excuse for not submitting work. Additional files such as music files, video files, and applications not related to schoolwork may be deleted without notification upon discovery and may result in a violation of the Internet Acceptable Use Policy and applies to students and staff.

Chromebooks are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying, soliciting for charity, or other similar uses. Use of Chromebooks at home will be under the same filtering and security policies that they are in school. Inappropriate web use will be reported automatically in a daily report to school administration.

Chromebooks will be treated in the same manner as other school-owned educational tools. Therefore, all District policies, rules, handbooks, contracts, directives, including disciplinary measures apply to the Chromebook use. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook. While the devices are issued to students, they are still district-owned property. Additional permanent markings on the device will be considered vandalism.

The District cannot guarantee that content stored on Chromebooks or Google's server will be private. The District respects the rights of its employees and students; however, the District is also responsible for servicing and protecting its property. The District reserves the right to monitor using a variety of methods or access school Google accounts and Chromebooks if it suspects or is advised of possible breaches of security, harassment, or other violations of school policy, rules, regulations, or law, or if there is evidence of data or other intellectual property that belongs to another person.

Students and staff are solely responsible for reasonable care and use to ensure the Chromebook is not damaged. Treat this Chromebook with as much care as if it were your own. Instructions for care can be found on the District's website. If damage is caused by student negligence, as determined by the administration, the student and parent or guardian will be billed a fee on a case by case basis. Examples of gross negligence include, but are not limited to: leaving the computer unattended and unlocked resulting in loss or damage, lending equipment to others other than one's parent/guardian, using the computer in an unsafe environment, or using the computer in an unsafe manner. All repairs and service must be processed through the District. Do not attempt to repair the Chromebook on your own or to contact the equipment manufacturer.

Students and staff are responsible for the ethical and educational use of technology resources on District devices. Access to these resources is a privilege, not a right. Each employee, student, and visitor to the District will be required to follow the Acceptable Use Policy. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: student and staff confidential information, copyrighted material, threatening or obscene material, cyber bullying, and computer viruses.

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Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures may result in disciplinary action.

For students, sound must be muted at all times unless the teacher gives permission for instructional purposes. Headphones may be used at the discretion of the teacher and are not provided by the District.

Only school-approved applications/extensions are to be loaded on the Chromebook. Students and employees must not intentionally interfere with the functioning of a Chromebook.

The use of any Internet-based file-sharing tools other than Google Apps for Education is prohibited. File sharing programs such as, but not limited to, Bit Torrent, LimeWire, Kazaa, Acquisition and others may not be used to facilitate illegal sharing of copyrighted material (music, video, and images). The use of virtual private networks (VPN) is prohibited.

Student Internet Access

The use of computer technology may be revoked or be the subject of student discipline, or employee reprimand/termination, if abused. Users will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use from an age and topic appropriate standpoint.

- a) In elementary schools (K through 2), teachers will actively supervise student's use of the Chromebooks, computers, peripherals and/or Internet access. Students will access Internet resources, which the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.
- b) In upper elementary school (3 through 5), teachers will supervise and model appropriate use of Chromebooks, computers, peripherals, and the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age-and topic-appropriate material and resources.
- c) In middle school and high school (6 through 12), teachers will provide guided practice and model appropriate use of Chromebooks, computers, peripherals, other electronic technology, and the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age-and topic-appropriate material and resources.

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Electronic Mail

Students in grades K-6 and visitors to the District will not be issued individual electronic mail accounts. Students in grades 6-12 will be issued Google Apps for Education individual electronic mail accounts. Students may not send email outside the @rockypoint.k12.ny.us or @rpufsd.org domains or receive mail from outside the @rockypoint.k12.ny.us or @rpufsd.org domains unless the mail is being sent as a notification of internal communication (Example: Google Classroom notifications of posted assignments, ParentSquare notifications of teacher/district posts or messages). Select staff will be issued electronic e-mail accounts. Students, staff, and visitors who have electronic mail accounts from sources outside the school division may be granted permission to use school resources to access those accounts. At the discretion of the Superintendent or his/her designee, some e-mail providers may be blocked. (Example: AOL, Yahoo)

Right to Privacy

The Superintendent or his/her designee has the right to access information stored in any user directory, on the computer hard drive, Chromebook, school-issued disks/flash memory, or in electronic mail. Users may not place confidential documents in their user Google Drive or attempt to access folders that are not their own. Network management and monitoring software packages will be used for random access to individual accounts to review educational progress and for security purposes. Each computer keeps a history of Internet sites visited if that information is required.

Acceptable Uses

The following actions, which are not exhaustive, constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

- a) All Internet or computer equipment, including Chromebooks, use shall be consistent with the purposes, goals, and policies of the School District.
- b) Use of computers, Chromebooks, extensions/apps, software, peripherals, and other information resources to support learning and to complete school assignments.
- c) Sending and receiving electronic files using school-issued e-mail (Staff and students in grades 9-12) for academic purposes.

Unacceptable Uses

The following actions (*which are not exhaustive*) constitute unacceptable use of the **DCS and/or Chromebook**, whether that use is initiated from a school or any other site:

- a) Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- b) Placing unlawful information on the **DCS and/or Chromebook**.
- c) Using the **DCS and/or Chromebook** illegally in ways that violate federal, State, or local laws or statutes.

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- d) Using the DCS **and/or Chromebook** at school or home for non-school related activities including but not limited to accessing personal e-mail, bank accounts, or other personal accounts through the DCS **and/or Chromebook**.
- e) Sending messages that are likely to result in the loss of the recipient's work or systems.
- f) Using the DCS **and/or Chromebook** for commercial purposes.
- g) System users may not use the network for entering contests, advertising, political lobbying, or personal commercial activities including online purchasing.
- h) Posting, sending or downloading copyrighted material without written permission from the owner.
- i) Accessing files or changing computer files that do not belong to the user.
- j) Using another person's password or knowingly giving one's password to others.
- k) Using DCS **and/or Chromebook** access for sending or retrieving inappropriate, obscene, pornographic material.
- l) Posting inappropriate text files, storing personal images/photographs, or files dangerous to the integrity of any network.
- m) Circumventing security measures on school or remote computers or networks (hacking).
- n) Attempting to gain access to another's resources, programs, or data without written permission of the owner.
- o) Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the DCS **and/or on Google Apps**, and includes the uploading or creation of computer viruses.
- p) Falsifying one's identity to others while using the DCS **and/or Google Apps**.
- q) Using chat rooms and instant messenger is strictly forbidden when used for non-academic purposes.
- r) Using the District system **and/or Chromebook** for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

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- s) Unauthorized exploration of the Network Operating System/Google Apps or changes to any District-installed software/extensions/apps is strictly prohibited.
- t) Disclosing personal information, such as address, phone number, age, on the DCS **and/or Chromebook**.
- u) System users will not be able to download, upload, or run any software, games, apps, extensions, or shareware that are not approved, installed, and licensed by the District.
- v) Tampering with or copying school-licensed installed software/extensions/apps or loading personal software/extensions/apps onto school-owned computers or Chromebooks
- w) Visiting and posting to social networking sites such as Facebook, Instagram, TikTok Twitter, and all other online social media platforms is strictly prohibited.
- x) Printing non-school related materials on District printers.
- y) Disclosing, using, or disseminating personal identification information (PII) regarding minors without authorization. (Refer to BOE Policy #5676 Privacy and Security for Student Data and Teacher and Principal Data)
- z) Communicating any credit card number, bank account number, or any other financial information via the DCS **and/or Chromebook**.

System Security

- a) System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- b) Users will be prompted to change their Network passwords every 40 days, they should be complex and alphanumeric and a minimum of eight (8) characters/numbers/symbols. Users should avoid easily guessed passwords and may not use any of their 10 previous passwords.
- c) Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K through 12 Network.
- d) Only authorized District computer administrative personnel may install software and extensions/apps.

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- e) When considering a new program for use in the District, users will submit a software/Google extension or App request form (Available on the Extranet) to the Executive Director for Educational Services.
- f) Users will adhere to the District virus protection procedures.
- g) Permission of authorized District computer administrative personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device.
- h) Users may not bring in personal hardware and/or peripheral devices, install them and/or connect personal devices to the DCS.
- h) Food and/or drink will not be consumed in computer labs or when using the Chromebook in school or at home.

Internet Control Filtering and Monitoring

(Refer to Policies #8270 -- Instructional Technology and #8271 -- Children's Internet Protection Act: Internet Content Filtering/Safety Policy)

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet on the DCS **and/or Chromebook**. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

From time to time the District will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, the District reserves the right for authorized personnel to review network use and content. The District reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Plagiarism and Copyrighted Infringement

- a) Any software/extensions/apps that are protected under the copyright laws will not be loaded onto or transmitted via the network or other on-line servers without the written consent of the copyright holder.
- b) Users will honor all copyright rules and not plagiarize or use copyrighted information without permission. Plagiarism is the using of writings or ideas of others and presenting them as if they were original.
- c) The District will provide parents/guardians an opt out written permission form at the start of each school year that parents/guardians can submit to the building main office if they would like to refuse student access to the DCS and Google Apps as well as denying permission to publish any student's work, pictures or name on the Internet or District web pages.

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Access to Inappropriate Material

- a) Users will not utilize the DCS **and/or Chromebook** to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
 - 1. For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and both the teacher and parent approve the access.
 - 2. District employees and visitors to the District may access the above material only in the context of legitimate research.
- b) Users should immediately disclose any inadvertent access in a manner specified by their school. This will protect them against an allegation that they have intentionally violated the Acceptable Use Policy (AUP).

Consequences

Use of the District's electronic resources by staff, students, and/or visitors to the District in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

Implementation

To gain access to the Rocky Point Union Free School District network and the Internet, all staff, students and visitors to the District must sign an AUP Affidavit annually attesting to the fact that they have read, understand and agree to the terms of this Acceptable Use Policy. Copies of student affidavits will be kept at the building in which the student attends; copies of staff affidavits will be kept in the Personnel Office; copies of visitor affidavits will be sent to and kept on file in the Personnel Office.

District Limitation of Liability

The District makes no warranties of any kind, express or implied, that the functions or the services provided by or through the DCS **and/or Chromebook** will be error-free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. The District is not responsible for financial obligations arising through the unauthorized use of the system.

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The District web site is intended to be used for educational purposes only. It contains links to and frames of other sites that may be of educational interest to staff and students. The District is not the author of or otherwise associated with these linked or framed sites and is not responsible for the material contained in or obtained from these linked or searched sites. Information on school events is posted on the District web page for the convenience of users and is subject to change at the District's sole discretion.

The District respects student/staff and values their privacy. In order, however, to maintain system integrity and ensure responsible use of the system, the District has the right to examine the contents of the file server, individual computers, Chromebooks, Google Drive, and any electronic mail. Files will only be examined when there is reason to suspect an activity or material that violates any of the school's codes of conduct or the law. Use of the District's electronic resources by staff, students, and/or visitors to the District in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

The signature(s) at the end of the Acceptable Use Policy Affidavit, the Chromebook Staff Agreement, and the Chromebook Student/Guardian Agreement are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understands the significance.

Indemnification

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to any breach of this Acceptable Use Policy.