

## **Instruction**

### **Computers: Responsible Use of the Internet, Computer Systems, Networks and Filtering**

#### **Overview**

Regional School District 6 understands the importance of our students and staff having access to the technology they will need to be productive in their future education and careers. Technology plays an integral role in our curriculum in Region 6. Access to the Internet and other digital tools offers vast, diverse and unique resources to both students and teachers while providing an authentic audience for our students. Regional School District 6 recognizes the importance of responsible use of technology, including the Internet. Students and staff have access to a filtered Internet and other digital tools and computer systems that serve to enhance the curriculum and promote educational excellence in 21st Century skills and support the educational mission of the school district.

The purpose of this policy is to encourage the safe and responsible use of the all the technology systems within the district by all students and staff and to prevent any abuse or misconduct. This policy applies to all users of the District's computer systems, including any personal devices, which are used on school grounds or connected to school networks.

When used in this policy, the term "computer systems" refers to the entire computer network including file servers, databases, applications and software, devices, Internet networks, email and telephones. This policy applies to all users of the District computer systems. The term "users" refers to students, employees, volunteers, consultants, independent contractors, or anyone who access the District computer systems.

The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computer systems and networks, software, electronic access privileges provided by the Board of Education.

In an effort to promote safe and responsible use of the Internet, the following rules provide guidance for acceptable and responsible use. These guidelines are not an exhaustive list and staff and students are expected to comply to both these guidelines and any others promulgated by the administration.

### **Internet Safety**

1. Online activities of all users will be monitored by system administrators. Additionally, staff members shall supervise students while students are using the District computer systems.
2. Teachers and staff will integrate responsible and safe use of the Internet throughout the curriculum and provide instruction to students for effective and appropriate use. Use of the Internet must be in support of education and research consistent with the educational goals and objectives. School staff who supervise student use of the Internet will provide guidance to students regarding respectable and safe online behavior, cyberbullying awareness, protection of privacy and personally identifiable information and copyright laws.
3. The use of the Internet and the District's electronic networks is a privilege. It is expected that all users comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final. To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, the Regional School District No. 6 Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

### **Filtering**

1. District internet networks utilize filtering that block entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. However, it is recognized that this is not a guarantee that users will not be able to access inappropriate content. The responsibility for appropriate use is that of the user.

## **Security**

1. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
2. Users may not, without prior written notice, copy software for use on personal devices, download or install software or programs on district owned devices or workstations, or install or modify personally owned software or hardware including personal WiFi hotspots.
3. In the event that a user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file so transmitted.

## **No Expectation of Privacy**

1. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail, which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
2. The District is obligated under federal law to monitor online activities of all users and enforce protective measures. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to internal and external recipients.

## **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation to these procedures

**Legal References**

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. 6777 Internet Safety (Children’s Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.F.R. 54.520, “Children’s Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries”

**Policy adopted: August 5, 2003**

**Policy revised: May 1, 2018**

### Responsible Use Agreement for Computer Systems and Internet

Regional School District 6 understands the importance of our students and staff having access to the technology they will need to be productive in their future education and careers. Technology plays an integral role in our curriculum. We expect that students and staff in Region 6 will maintain the highest standards of behavior and adhere to the following principles of digital citizenship.

#### Responsibilities of the User (Students & Staff)

1. **Respect Yourself and Respect Others**
2. **Stay Safe Online**
3. **Protect Private Information**
4. **Stand Up to Cyberbullying**

Attached to this form is the age appropriate *Code of Conduct* for responsible use that embodies these principles and the guidelines that are outlined in *Board Policy 6131.321*.

**User:** I understand and will follow all the terms outlined in the *Code of Conduct and the Responsible Use Policy 6131.321*. I understand that if I violate the terms of the agreement the consequences of my actions can include loss of technology privileges and/or disciplinary or legal action.

**User's Name (print):** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** As legal guardian of the student, I have read the *Code of Conduct* for responsible use and have discussed it with my child. As described in *Board Policy 6131.321*, I understand that computer access is provided for educational purposes aligned to the academic goals of the school and use for any other purpose is inappropriate. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child to meet appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless the Regional School District No. 6 Schools and employees of the District for any misuse of access to the computer systems that my child commits. I understand that once signed this agreement is legally binding. I hereby give permission for my child to use the technology resources in the Regional School District 6 schools.

*A Parent/Guardian signature is required for students under the age of 18.*

**Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child's School:** \_\_\_\_\_ **Child's Grade:** \_\_\_\_\_

## **Code of Conduct for Responsible Use of Technology for WAMOGO Students and Region 6 Staff**

Students and Staff in Region 6 will maintain the highest standards of behavior when using technology and strive to embody the qualities of a 21st century digital citizen. A responsible digital citizen will demonstrate respect for self and others, stay safe online, protect private information, and stand up to cyberbullying.

1. Be polite. Do not write or send abusive, false, or malicious messages. Communication that is harassing, threatening, intimidating, or fraudulent in nature may also be a considered a crime.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language or symbols.
3. Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
4. Protect password confidentiality. Using another person's password under any circumstances or trespassing in or tampering with any other person's folders, work or files is strictly prohibited.
5. Do not reveal your or other students' personally identifiable information such as addresses, telephone numbers or any other student information protected under FERPA.
6. Use of the District technology systems during school hours is for educational purposes only and should be in compliance with the instructional goals of the school. Any network intensive activities such as unauthorized video streaming or large file downloads is prohibited.
7. Electronic mail is not private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
8. Do not use the network in such a way that would disrupt the use of the network by others. Trying to gain access to unauthorized systems is prohibited as is downloading or modifying computer software without authorization from a teacher or administrator.

9. Any malicious attempt to harm or destroy any District technology including hardware, software, and networks as well as the data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.
10. Give credit where credit is due. Copyright and licensing laws should not be intentionally violated.
11. Any safety and security issues or violations should be reported immediately to the supervising teacher, principal, or system administrator.
12. Misuse of the computer systems, or violations of these policies, will result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.
13. Any negligent or deliberate violators of this code of conduct shall hold harmless the District and any district employees against any liability from their misuse of access.

## **Code of Conduct for Responsible Use of Technology for Grades 3-6**

Students in Region 6 will maintain the highest standards of behavior when using technology and strive to embody the qualities of a 21st century digital citizen. A responsible digital citizen will demonstrate respect for self and others, stay safe online, protect private information, and stand up to cyberbullying.

### ***Be kind and respectful***

- Always show kindness and respect towards others online rather than engaging in negativity such as cyberbullying.
- The use of appropriate language is encouraged in both school-related assignments and personal communication.

### ***Be thoughtful and careful***

- Protect your personal information on the internet, especially private information such as your name, phone number, address and passwords.
- Make informed choices and always report any inappropriate activity to a teacher.

### ***Explore, Research, and Give Credit when Credit is Due***

- Be critical of inaccurate or inappropriate material on the Internet. Always verify the information with a second source and evaluate websites with your teachers.
- Make sure to cite sources for information, pictures, music, and any other resources that you use in your work.

### ***Be Resourceful and Efficient***

- Experiment and try out different websites and applications, knowing that some will work great while others may not be the right tool for the job.
- Stay on task and engaged in online activities during class time.
- Exploration and communication for personal use are encouraged, but should be done at home.

### ***Take care of the device***

- Carry the device in a way that is safe for both you and the device.
- When you are finished, put it away and charge it so it is ready for the next time.
- When eating snacks or drinking, make sure that your device is in a safe location.

## **Code of Conduct for Responsible Use of Technology Grades K-2**

Students in Region 6 will maintain the highest standards of behavior when using technology and strive to embody the qualities of a 21st century digital citizen. A responsible digital citizen will demonstrate respect for self and others, stay safe online, protect private information, and stand up to cyberbullying.

**The internet is where I learn and play,  
but I have to be careful everyday.  
So I pledge to be safe online  
and follow these rules all of the time.**

- 1.** I will tell my trusted adult if anything makes me feel sad, scared, or confused and stick to sites that are safe and approved by my teacher.
- 2.** I will ask my trusted adult before sharing information like my name, address, and phone number.
- 3.** I won't meet face-to-face with anyone from the internet.
- 4.** I will always use good manners and not be rude or mean online.
- 5.** I will hold, carry, and use my school device carefully to protect it from damage.