

# Acceptable Use of Technology Policy and Guidelines

## **1. Introduction**

This document formalizes the policy for users of Grafton Public Schools technology hardware, software and network. Staff, students, teachers, administrators, employees, parents and guests will be considered users of technology. All users are covered by this policy and are expected to be familiar with its provisions.

### **Purpose**

Grafton Public Schools encourages the use of technology to assist staff and students with academic success, preparation for the workplace and lifelong learning, and will supply access to a wide range of information and technology uses to support learning and communicating with others. The use of technology will be used to increase communication, enhance productivity and assist staff and students in improving existing skills and acquiring new ones.

## **2. User Responsibilities**

It is the responsibility of any person using Grafton Public Schools technology hardware, software and network resources to read, understand, and follow these guidelines. Use of Grafton Public Schools resources shall constitute acceptance of the terms of these guidelines for the duration of use.

It is the responsibility of staff who are using Grafton Public Schools technology tools to abide by this policy and when working with students to teach students about safe and responsible use of the Internet and technology resources. Educators and employees are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately.

## **3. Acceptable Uses**

Technology resources available to Grafton Public School users are for educational purposes. Technology includes all electronic and physical media, including, but not limited to, the following: computers and peripherals (such as calculators, personal and networked computers, printers, scanners, large-screen viewers or projection devices, and science probes); software; telecommunications media (Internet, satellite, email, cable, distance learning, cell phone, and fax); Web 2.0 and social networking resources; blogs; audio-visual aides; and adaptive and assistive technologies.

Users are digital citizens and use information and technology in safe, legal and responsible ways. Digital citizens follow these guidelines:

### **3.A. Digital Citizenship-Respect**

Respect yourself by selecting and posting appropriate names, images and information online. Keep personal details, personal schedules and contact information private.

Respect others: Do not bully, stalk or harass anyone. Report abuse and inappropriate use of technology. Do not share personal account information with anyone, use an account of someone else, or leave your account open and unattended. Do not edit or delete files belonging to others.

Respect intellectual property by citing all sources including websites, books and media; and requesting permission to use software and media produced by others, including graphics and music.

### **3.B. Digital Citizenship-Responsibility**

Users are expected to be respectful and ethical. Each user represents Grafton Public Schools and will communicate with language and gestures that are appropriate and not profane, racist, sexist or discriminatory.

#### **Password Protection**

Internet passwords are provided for each user's personal use only and are, therefore, confidential.

Users should not share passwords, steal or use another person's password. If it is suspected that someone has discovered a password, the user should change it immediately and notify a teacher or administrator who in turn will notify the network administrator.

As passwords are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Each user will be required to use and maintain passwords created according to software requirements. Users will be required to change the network login password at least twice a year.

#### **Privacy**

Grafton Public Schools technology resources are the property of Grafton Public Schools and are to be used in conformance with these guidelines. Network and Internet access is provided as a tool for educational purposes only.

All digital content is the property of Grafton Public Schools and no user shall have any expectation of privacy regarding such content. Users are advised that emails and messages in discussion forums, including deleted messages, are regularly archived and can be retrieved.

Grafton Public Schools has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

## **Online Etiquette**

All guidelines for accepted behaviors outlined in the school and faculty handbook apply to the extended use of technology.

Users will use appropriate language and graphics.

Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable.

## **Blogging/Podcasting**

The use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools. All guidelines for accepted behaviors apply whether at home or in school.

## **Plagiarism/Copyright/Licensing**

Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own original work. This includes copying of papers, paragraphs, electronic resources, ideas, words and sentences, the work of another peer, as well as utilizing paper-writing services and calling the work their own. Paraphrasing without acknowledging the original source falls into the same category.

Plagiarism of Internet resources (including all forms of media on the Internet, such as graphics, movies, music, and text) will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook.

All users must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

## **Proxies**

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement. In compliance with the The Children's Internet Protection Act (CIPA), users may not try to circumvent the Internet filter to view blocked sites or attempt to hack or jailbreak the iPad, computer or other technology.

### **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the school's or district's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

### **Care of Equipment**

Users are responsible for the care of any physical technology equipment, including but not limited to iPads, cables, servers, computers and printers. Broken or damaged equipment should be reported to the office immediately.

Technology equipment should never be left unattended or in an unlocked locker.

Users should not loan technology equipment signed out to them to another student, friend or family member.

### **Photos and Video**

Use of a camera to record or distribute photos or video requires prior authorization from the people involved. Images of confidential materials such as tests and illicit photographs or films are prohibited.

### **Access to Information**

Users have the right to information as guaranteed by the First Amendment of the US Constitution; however, the school district and its representatives have the right to restrict access to or use of any information that does not apply to the approved curriculum or professional activities.

### **3.C. Digital Citizenship--Integrity**

Access to the Internet, other electronic resources and the hardware is a privilege, not a right, and carries with it responsibilities for safe and respectful use.

Use of technology for communications and solicitations must follow the guidelines set forth by the Grafton Public Schools Communications and Solicitations Policy (File: KHA).

Using district-owned technology equipment outside of the school day constitutes an extension of the school day, similar to a field trip or sporting event. Users are expected to adhere to rules outlined in the school and faculty handbook and district policies.

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

#### **4. Website**

The objective of the Grafton Public Schools website is to increase visibility and communication, to promote understanding, and to foster support for teaching and learning. Administrators, teachers and staff are expected to maintain a current webpage on district and school websites. Posts to the website must adhere to the acceptable use guidelines.

#### **5. Financial Responsibility**

Since users are held responsible for the care of district property, Grafton Public Schools strongly recommends that staff, students and parents discuss financial implications that may result from careless or willful destruction of school property.

Users are responsible for damages and lost or stolen property subject to the following conditions:

- Damage – The user will be responsible for any charges associated with the repair/replacement of a damaged mobile device. When an extended warranty is in effect the user will cover the deductible or associated cost of the repair/replacement.
- Lost/Stolen – The user will be responsible for the replacement of a device that is lost or stolen. In some cases a claim may be possible under the user's homeowners policy.

The above provisions will be adjusted for students receiving free/reduced lunch. The Administration will review appeals to the above provisions.

#### **Optional Insurance**

The District will annually offer optional insurance coverage for mobile devices. Staff and students/parent/guardians will receive annual notification of the optional insurance. The optional insurance coverage will include but not be limited to (subject to the policy coverage provisions) accidental damage (drops and spills), theft, vandalism, and fire/flood and natural disasters.

#### **6. Return of Devices**

Users are responsible for the prompt return of a device in accordance with the following:

- Routine maintenance - Devices may be collected for routine maintenance. Devices may be collected at the conclusion of each school year and re-issued in August.
- Leaving School - Students who transfer, withdraw or are excluded or expelled must return the mobile device. Staff must return the equipment on the date of employment termination.
- Policy Violation/Investigation – A user who is in violation of this policy or other district policies regarding the use of technology may be directed to return the mobile device.

## **7. Violations**

Violation of this policy may result in immediate loss of use of the technology and/or disciplinary action up to and including legal action.

## **8. Disclaimers**

Grafton Public Schools make no warranties of any kind, either expressed or implied, for its technology services and resources. Grafton Public Schools is not responsible for any damages incurred using technology resources.

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