Acceptable Use & Internet Safety Policy

Introduction

This policy has been developed to provide guidelines for safe, legal, moral, and ethical use of the Grafton Public School's (the District) technology resources and to meet the requirements of state and federal law (i.e., Children's Internet Protection Act). In order to comply with CIPA, this document will also serve as the Grafton Public School's Internet Safety Policy.

This document formalizes the policy for users of the District's technology resources. All staff, students, teachers, administrators, employees, parents, and guests are:

- covered by this policy,
- considered users of technology,
- expected to be familiar with its provisions,
- expected to use technology resources for educational purposes only, and
- expected to comply with its provisions both during and outside of the school day.

Purpose

The District 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 resources 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.

Content Filtering & Monitoring

As required by law, the District maintains an updated Internet filtering system to ensure students are protected from content that could be considered harmful to minors including, but not limited to, obscene images. When given permission to access previously blocked content, users are expected to report any content found that could be deemed inappropriate. Educators, employees and parents/guardians are expected to monitor students when using District technology resources and intervene if students are using them inappropriately. Additionally, the District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of its technology systems and Internet access including transmitted and received information. Users are advised that emails and messages are regularly archived and can be easily retrieved as required by law.

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Education of Students

As required by law, students will participate in lessons and activities designed to teach them "about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response" (CIPA, 2018).

As a "user" of Grafton Public School's technology resources I will:

Digital Citizenship	Privacy
● use appropriate language and graphics. ● not use vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language of any kind. ● use District technology resources for legitimate/legal purposes only. ● be held responsible for posts, messages, and comments shared on social media.	● keep my usernames and passwords private. ● make passwords secure and change them as needed or as requested. ● not use the username and password or accounts of another. ● respect the privacy of others. ● not share personal information about myself or others (including minors) without authorization. ● not use a camera to record or distribute images or video without authorization from the people involved.
Plagiarism / Copyright	**Malicious Use / Vandalism**
● not use the unauthorized language and/or thoughts of another author and represent them as my own work. ● adhere to all copyright laws of the United States (P.L. 94-5530) and Congressional Guidelines. ● not copy or download copyrighted material (graphics, movies, music, and text) without the owner's permission. ● cite all digital sources including websites, books, and media.	● not use anonymous proxies to get around the District's content filters to view blocked content. ● not attempt to disrupt, hack, or circumvent any of the District's technology resources. ● not purposely cause physical damage to or otherwise modify District-owned hardware including desktop computers, laptops, Chromebooks, iPads, projectors, and other devices.
Devices	**Financial Responsibility**
● maintain care when using District-owned devices. ● immediately report any damage to the technology department.	● acknowledge that, even if assigned to me, technology resources (devices and applications) are owned by the Grafton Public Schools. ● be held responsible for damage to devices in my care and understand that I may be asked to

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● not leave technology devices unattended. ● not loan technology devices assigned to me to another student, staff member, friend, or family member. ● return devices upon unenrolling or discontinuing services, and/or upon request.	replace or pay for a device, including those lost or stolen. ● have the ability to purchase optional insurance as a Grafton High School student.

● Faculty and staff may use personal mobile devices to connect to and access the District's WiFi and Internet only.

● Students may not connect personal devices to the District's WiFi and Internet during the school day. Likewise, the use of personal hotspots by students is prohibited, unless authorized to do so.