

# Student Responsible Use Policy - I-200

## Purpose

The Public Schools of Northborough and Southborough use technology and internet-based tools in their classrooms on a regular basis to enhance student learning and ensure all students develop technology skills that support lifelong learning and help them become responsible digital citizens. These technology tools are available to assist students in enhancing communication, collaboration, and accessibility to experiences beyond the classroom. Student access to technology requires responsible, ethical, and legal use in accordance with federal and state laws. This policy applies to the use of technology on or off school property and when using personal devices to access the district network or resources. The district will conduct an annual review of this policy to comply with existing law and respond to the rapid changes in technology.

## Monitoring and Privacy

In accordance with law, the Public Schools of Northborough and Southborough filter network access, as much as reasonably possible, to visual, audible and written materials that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email. Internet usage is logged and monitored for use consistent with our educational mission. Students who accidentally access inappropriate sites that are not educational when using school owned devices should notify a teacher or administrator for blocking.

## Terms of Agreement:

1. I will respect and protect the privacy of others by:
  - a. Using only assigned accounts/passwords and not sharing login/password information with others.
  - b. Only accessing authorized data or networks.
  - c. Refraining from distributing private information about myself or others ( e.g. full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites.
2. I will respect and protect the integrity, availability, and security of all electronic resources by:
  - a. Observing all district Internet filters and posted network security practices.
  - b. Reporting security risks or violations to a teacher or administrator.
  - c. Not accessing files, folders, data, networks, hardware, software or other resources that do not belong to me, without clear permission of the owner.
  - d. Not making any changes to settings in hardware, software or the network.
  - e. Not vandalizing data, networks, hardware or other resources. (Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user, the Internet/Intranet, or other networks).
  - f. Notifying a staff member or administrator of computer or network malfunctions.
  - g. Not installing software onto computers without appropriate approval.
3. I will respect and protect the intellectual property of others by:
  - a. Following copyright laws which prohibit the reproduction and/or, distribution of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies.
  - b. Citing sources when using others' work (not plagiarizing).
4. I will respect and practice the principles of community by:
  - a. Communicating only in ways that are kind and respectful.

- b. Reporting inappropriate use of technology, threatening or discomforting materials to a teacher or administrator.
- c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- d. Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums.
- e. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.
- f. Not using district resources to further other acts that are criminal or violate the school's code of conduct.
- g. Avoiding spam, chain letters, or other mass unsolicited mailings.
- h. Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.
- i. Only using the Internet and other electronic resources that are in furtherance of and compliance with the educational goals, objectives, and policies of the Public Schools of Northborough and Southborough.

**Statement to Student/Parent(s)/Guardian(s):**

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district's network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all Students.

Any violation of this policy will be subject to investigation and/or disciplinary action, as outlined in the handbooks for students and parents.

**The District complies with legislation including, but not limited to:**

- The Children's Internet Protection Act (CIPA);
- Children's Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Adopted:	March 15, 1997
Revised:	June 6, 2000
Revised:	January 2, 2002
Revised:	February 8, 2011
Revised:	March 20, 2019

**We have read and understand the *Student Responsible Use Policy* and agree to comply.**

Student's Name (printed)

\_\_\_\_\_

Student's Name (signature)

\_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

I have read these rules and guidelines and understand that my child will comply.

Parent's Signature \_\_\_\_\_

## **MEDIA OPT-OUT FORM**

Our District is proud of the tremendous accomplishments of our students. The Public Schools of Northborough and Southborough occasionally photograph, videotape and record audio files of students and their accomplishments for presentations in newsletters, web pages and/or the District's social media channels. The videos, audio files, and/or photographs are sometimes broadcast on local cable or the school's radio station.

Local news organizations often visit our schools for the purpose of photographing student activities and sports. The photographs are then featured in newspapers, periodicals, and may appear online.

We will make every effort to honor your request, however, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/he knows if you do not want your child to be photographed or filmed.

Please sign and return this portion of the form if you have checked either of the options below.

- I DO NOT give permission for photographs, video footage, or audio recordings of my child during school-sponsored activities and/or learning experiences, to be used by the District.
- I DO NOT give permission to have any personal identifying information associated with the photograph or video footage to be used in school or District publications.

Student Name (Printed)

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Parent/Guardian's Signature

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