

*Coventry Public Schools***Digital Technology Acceptable Use & Internet Safety Policy**

The Coventry Public Schools encourages the use of digital technology for teaching and learning, for professional responsibilities, and for skill development. The primary purpose of providing digital technology within the district is to support the educational goals and objectives outlined in the Coventry Public Schools District Strategic Plan.

It is expected that all digital technology users will respect the rights of others and will adhere to proper ethical and legal standards at all times.

The Digital Technology Acceptable Use & Internet Safety Policy applies to all staff, students, and guests who use the District's technology or who access its network. Any violation of the terms explained below may result in the loss of full access to technology and/or disciplinary/legal action. Coventry Public Schools reserves the right to amend, change, alter and/or update this policy.

I. Definition and Purpose

1.1 The Coventry Public Schools provides access to its data network, wireless public network, and Internet portal for all staff members, administrators, students, and authorized guests. The network includes all hardware used to deliver and receive data, as well as all software necessary for viewing and working with data over the network. All devices, whether purchased by the district or owned by an individual and used in accordance with the Coventry Public Schools Bring Your Own Device (BYOD) policy, that are connected to the district network at any time are considered part of the Coventry Public Schools' network and, thus, are subject to the terms of this Digital Technology Acceptable Use & Internet Safety Policy (DTAU&ISP)

1.2 The Coventry Public Schools' network is provided for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of technology resources is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The digital technology will be used to increase communication (staff, parent, student, community), enhance productivity, and assist students and staff in developing existing skills and acquiring new skills through a broader exchange of information.

1.3 "User" refers to any staff member, administrator, student, community member or authorized guest who connects to the Coventry Public Schools' network or uses technology belonging to Coventry Public Schools.

1.4 "Digital technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "digital media" is any data that is created, transmitted, or accessed by digital technology.

II. Student and Staff Network Access and User Responsibilities

2.1 All students will have access to network and Internet information resources through the district's wireless network using computers located in computer labs, classrooms, school libraries, or personal devices used in accordance with the BYOD policy.

2.2 All students must log into the network through Chrome at all times while utilizing the district network.

2.3 All staff are responsible for understanding the terms of the Digital Technology Acceptable Use & Internet Safety Policy and implementing the tenants of the policy with students.

2.4 All parents and students in Coventry Public Schools must confirm their understanding of this policy by signing the Digital Technology Acceptable Use & Internet Safety Policy Agreement Statement.

2.5 Any user who finds material that may be in violation of the Children's Internet Protection Act (CIPA) on any digital device must inform a teacher or an administrator immediately. This includes material that any user might locate by connecting to a website – whether intentionally or accidentally, or might find residing on a computer or network.

2.6 No staff member may access student transcripts or personal information of any student except those students for whom the staff member has direct, professional responsibility.

2.7 Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files or data belonging to other users on the network. Students will not share their username and password with other students.

2.8 All passwords or other means of accessing computers, servers, software, on the network within Coventry Public Schools are the property of the school district. Any misuse, dissemination, or destruction of these passwords may be considered vandalism, and may be punished through internal disciplinary action and/or legal action.

2.9 Any person who illegally accesses the Coventry Public Schools' network with intent to damage the network may be subject to criminal and/or civil prosecution as well as internal disciplinary action.

2.10 No wireless access points are to be installed on the Coventry Public Schools' network without the express written permission of the network administrator.

2.11 All wireless access points operating on the network are to be installed, configured, and maintained by the District Technology Department under the direction of the network administrator. Unauthorized wireless devices using the same frequency spectrum must not be used within any Coventry Public School.

2.12 Private wireless networks (ad hoc mode) are not permitted within any building. The testing of new or emerging technologies or the demonstration of wireless products must be coordinated through the network administrator.

2.13 The network administrator has the right to remove or disable any device that is in violation of this policy. Authorized and proper use of wireless technology is critical to the security of the Coventry Public

Schools' network and all individuals. All users that do not adhere to this policy may be subject to disciplinary action.

III. District Limitation of Liability

3.1 Coventry Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network will be error-free or without defect.

3.2 Coventry Public Schools will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service; or personal physical, psychological, or monetary damages.

3.3 Coventry Public Schools will not be responsible for the unauthorized financial obligations arising through the use of the network.

3.4 While every effort is made to block and filter websites and emails, it is the duty and responsibility of all staff and students to remove themselves from an inappropriate site that they may inadvertently access or an email that they have received. All users are responsible for notifying an administrator of any such incidents.

IV. Unacceptable Use of Digital Technology

4.1 Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, illegal activities, and privacy and safety violations of the Children's Online Privacy and Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

4.2 Cyberbullying, as defined by The Rhode Island Statewide Bullying Policy (§16-21-34 of the General Laws of Rhode Island. Safe School Act), is prohibited.

CYBER-Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communication.

Forms of cyber-bullying may include but are not limited to:

- *The creation of a web page or blog in which the creator assumes the identity of another person;*
- *The knowing impersonation of another person as the author of posted content or messages; or*
- *The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.*

4.3 The faculty, staff or student body will not use Coventry Public Schools' digital technology to defame, slander, or libel any person.

4.4 The faculty, staff or student body will not engage in any illegal activities or use the digital technology for purposes other than as intended in an educational setting.

4.5 The faculty, staff or student body will not post personal contact information on themselves or others. Personal contact information includes your address, telephone, school address, work address, etc.

4.6 The faculty, staff or student body will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

4.7 The faculty, staff or student body will not use inappropriate language in the communication, collaboration or content creation of digital documents. The following applies:

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

V. Email

5.1 All email created or received by an employee of a public agency is a public record. According to Rhode Island General Law §38-2-1, “ ‘Public Records’ shall mean all documents.....including electronic mail messages...or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency” (RI Education Laws and Rules Annotated, 2013, p. 383).

5.2 All staff should conduct school business using school email only. Staff should consider email messages to be the equivalent to letters sent on official letterhead; and, therefore, should be written in a professional and courteous tone. Because tone is difficult to discern in email communications, email is best used as a means to communicate information and should not be regarded as a replacement for face – to-face communication.

5.3 The school network should be used to access school-issued email accounts only. Students in grades 3-12 are provided email accounts through the Coventry Public Schools. All email rules stated in this Digital Technology Acceptable Use & Internet Safety Policy apply.

5.4 Student email accounts are for school purposes only and are subject to the domain restrictions enforced by the district network administrator. Any use of a school email account beyond its intended educational purpose is strictly prohibited.

5.5 Email accounts issued by Coventry Public Schools may not be used to bully, harass, or threaten any individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty or individuals.

5.6 The district network administrator monitors the network to ensure proper network operations, including the appropriate use reports for the network and email.

5.7 All student email accounts will be active for TBD months upon graduation. All email accounts for staff who leave Coventry Public Schools will be disabled upon leaving the district.

VI. Web Publishing

6.1 The Coventry Public Schools websites are designed to provide information to students, staff, parents, and the community. Material posted on the district's websites or pages visible through the student information system must reflect high educational standards of the Coventry Public Schools.

6.2 Upon request, all educators who have an online presence for professional and educational purposes and in their role as a Coventry Public Schools' employee (i.e. blog, Google site, wiki, etc.) will provide the URL to their supervisor so the link can be connected to the district/school website.

6.3 The following guidelines govern web publishing, including collaborative web 2.0 applications. (websites, Twitter, Instagram, Facebook, Blogs, etc.)

- a. Websites should comply with all school policies
- b. Information posted should remain current and accurate, including calendar information
- c. Business, commercial links, or advertising of commercial offerings is prohibited
- d. Content should be appropriate, in good taste, and not harmful to any individual or group
- e. Text should be grammatically correct, accurately spelled, and have a pleasing appearance
- f. Links should be checked periodically for "dead links"
- g. Every graphic or image should have an associated ALT tag which state the purpose of the image (note: a visually impaired reader, who is using a screen reader will hear the ALT text in place of the image)

VII. Individual Rights

7.1 Search and Seizure

a. A search of an individual's network use will be conducted if there is suspicion that a user has violated the Digital Technology Acceptable Use & Internet Safety Policy or State and Federal law. The nature of the investigation will be in relation to the context of the nature of the alleged violation.

b. System users should expected limited privacy regarding the contents of the files stored on the network as the network and devices are the property of Coventry Public Schools and subject to inspection at any time by the administration.

c. For search and seizure of personal devices, see the Coventry Public Schools Bring Your Own Device Policy

d. Parents have the right at any time to request to see the contents of their child's electronic folder, files, or other network use, if available. They are to make this request in writing to the building administrator.

7.2 Due Process

a. While on the network, the user agrees to take full responsibility for his or her actions. The Coventry Public Schools will not be held liable for any actions of anyone connecting to the Internet through the district network. Therefore, all users shall assume full liability – legal, financial, or otherwise – for their use of the network.

b. Violations of the Digital Technology Acceptable Use and Internet Safety Policy carry serious consequences and could result in the immediate suspension of a user's privileges. The district/school administration and/or local or federal authorities may take further disciplinary action. Disciplinary action will be given in a manner to meet specific concerns of the violation. These disciplinary actions may include termination of employment or student suspension.

c. Any questions, suspicions, or allegations concerning adherence to the Digital Technology Acceptable Use & Internet Safety Policy should be brought to the attention of the building principal, the superintendent of schools, or the network administrator.

VIII. Plagiarism and Copyright Infringement

8.1 Plagiarism, the process of copying the ideas, writings, or work of others, is prohibited.

8.2 All copyrighted material used on any of the Coventry Public Schools' websites must have the expressed written permission of the person or organization that owns the copyright.

References

- Bissonette, Aimee. Cyber Law: Maximizing Safety and Minimizing Risk in Classrooms. Thousand Oaks, CA, Corwin Press, 2009.
- Children's Internet Protection Act, <http://www.fcc.gov/guides/childrens-internet-protection-act>
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- Rhode Island Education Laws and Rules Annotated. Lexis Nexis, 2013.
- Safe School Act. RI Statewide Bullying Policy. 2012.
- Waltham Public Schools. Waltham, MA Policy Documents – Digital Acceptable Use Agreement, <http://www.westwood.k12.ma.us/index.cfm?pid=12410>
- Westerly Public Schools. Westerly, RI – Policy Documents - <http://westerly.k12.ri.us/?sessionid=2ead3c976d56088757e695016d5b36c9>
- Westwood Public Schools. Westwood, MA. Policy Documents - <http://www.westwood.k12.ma.us/index.cfm?pid=12410>

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Coventry Public Schools

Digital Technology Acceptable Use & Internet Safety Policy
Agreement Statement

I, _____, fully acknowledge that I have read and understand the terms and conditions of the Digital Technology Acceptable Use & Internet Safety Policy.

I further understand that the use of the school network is restricted to those activities and conditions as outlined in the policy and any violation of the policy will result in the loss of network access privileges.

I understand that if my actions result in the loss of access to the school network, I am still responsible for the completion of any school work requiring access to the Internet. Due to the loss of privileges as a result of my violation of Coventry Public School Policy, the district is NOT held in violation of FAPE or infringing on a my right to an education or to participate in an educational opportunity.

Student Name (print) _____

Student Signature _____ Date: _____

Parent Name (print) _____

Parent Signature _____ Date: _____