

EMPOWERED DIGITAL USE POLICY

GUIDELINES FOR INTERNET USE

The Attleboro Public School District offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and district employees with access to unique resources and an opportunity for collaborative work. All uses of the District's Internet access (like all other uses of the APS' computer facilities) must be in support of and consistent with our educational objectives. All students, district employees, volunteers, or any other individual accessing the District's computer network (hereinafter collectively referred to as "users") are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with the appropriate district administrator. Adherence to the Guidelines is a condition for a user's privilege of Internet access.

(1) The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure use of this valuable resource in a safe and appropriate manner.

(2) Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

(3) Student Access

- a. Internet access is provided through the District:
- b. Internet. All students will have access to the Internet with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet, however, he or she must be familiar with these Guidelines.
- c. Individual e-mail accounts: Individual e-mail accounts may be provided by the District to students to support classroom work. All email will be monitored by the district and classroom teachers for compliance with this policy (See Section 5). Students can only link their student profile picture to their Attleboro student account/network account. No other photograph will be authorized.

(4) Internet Access Is a Privilege

Internet access through the District is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the District network access will also be subject to disciplinary action, in conformity with the disciplinary policies of the individual schools in the district. A teacher's access may also be cancelled by their supervisor if this privilege is abused. Inappropriate conduct on the District Internet access will also be subject to disciplinary action.

5) Administrators' Access to Files

Electronic mail transmission and other use of electronic resources by users shall not be considered confidential. Without limitation, all e-mail files and other Internet files and records may be monitored, accessed and examined at any time by designated staff to ensure appropriate use for instructional, educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Users should not assume that uses of the District Internet access or email will be private.

(6) Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to contact students for inappropriate purposes or under false pretenses. The District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met online without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate. Students will not give their password to anyone; and will logoff of their APS account and/or network account when work is completed.

(7) System Security and Resource Limits

Users are expected to follow procedures and guidelines that are issued in order to ensure the security of the District computer network and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

(8) Network Etiquette

Users are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

(9) Unacceptable Uses

The following uses of the District Internet access and email accounts are unacceptable:

- a. Posting or emailing private or personal information about another person.
- b. Attempting to log in through another person's e-mail account, system account, or to access another person's files.
- c. Accessing or transmitting obscene or pornographic material.
- d. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
- e. Engaging in harassment or bullying. The District harassment and bullying prevention policies which are in the individual schools handbooks are applicable to Internet conduct.
- f. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
- g. Plagiarism. "Plagiarism" means the taking material of created by others and presenting it as if it were one's own. The policy on plagiarism/cheating, which is included in the individual schools' student handbooks, is applicable to users of the District Internet access.
- h. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
- i. Participating in commercial activities that are not directly related to the educational purposes of the District.

(10) Disclaimer of Liability

The District disclaims all liability for the content of material that a user may access on the Internet, for any damages suffered in the course of or as a result of the user's Internet use, and for any other consequences of a user's Internet use. The District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

(11) Changes in the Guidelines

The District reserves the right to change these Guidelines at any time.

(12) Inclusion Statement

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include, without limitation, all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

(13) Mobile Devices

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the District are subject to additional rules and regulations at the discretion of the District administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

(14) Electronic Media

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with District and individual school policies on online and print publishing.

Legal Reference:

- CIPA: Children's Internet Protection Act

Reference:

- Mendon-Upton Regional School District Policy Manual

Cross References:

- APS ACAB: Sexual and Gender-based Harassment
- APS IJND: Access to Digital Resources
- APS IJNDB-E1: Empowered Digital Use Student Form
- APS IJNDB-E2: Empowered Digital Use Staff Form
- APS IJNDD: Policy on Social Media
- APS JICFB: Bullying Prevention