



## ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

### **Safety Procedures and Guidelines**

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

### **Employee Use**

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

### **Community Use**

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

### **Disregard of Rules and Responsibility for Damages**

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

LEGAL REFS:       47 USC § 254

Adopted/Reviewed/Updated: 10/24/2016

## **EMPOWERED DIGITAL USE POLICY**

### **Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

### **Availability**

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

## NEW BEDFORD PUBLIC SCHOOLS EMPOWERED DIGITAL USE POLICY

I have read the Empowered Digital Use Policy and understand that I am responsible for all of my actions when using the technology resources of New Bedford Public Schools. I agree to follow the rules contained in this policy and that the use of these resources will be for educational purposes only. I also understand that if I break any of the rules, I can lose my privilege to use these resources and may face other disciplinary action as determined by New Bedford Public Schools or its agent.

I agree to follow all of the rules for using the technology resources of New Bedford Public Schools. This includes, but is not limited to the following:

- I will not check personal email unless my teacher has allowed me to when it is related to an assignment
- I will not use chat or instant messaging programs
- I will not use the computers to cyberbully or hurt others, including making any threats or sending electronic text or images that could be potentially damaging or hurtful to others.
- I will not intentionally write on or damage any computer parts
- I will not intentionally damage the computer systems or computer network
- I will never attempt to bypass the school's computer security system
- I will not change any computer settings such as; screen saver, desktop background, screen resolution, or icons.
- I will not download or install programs into the school's computers.
- I will never trespass into another's folder or files
- I will not share any computer passwords that might be given to me.
- I will only use educational games, programs, or Websites approved by my teacher.
- I will only listen to music or watch videos that are assignment related and teacher approved.
- I will only do a Web search with the teacher's permission and guidance.
- I will not plagiarize by using the ideas or work of others without proper citation or the owner's permission of copyrighted material
- If I open an unacceptable Website by accident, I will turn off the monitor and notify the teacher immediately
- I will not give out personal information about myself, or others (such as real name, address, or telephone number) on the Internet, which might allow a person to locate me.
- I will not arrange to meet someone I meet online without my parent's knowledge. If someone asks me to meet them, I will notify my parent or other trusted adult.
- I will tell my parent or other trusted adult if something or someone online makes me feel uncomfortable or threatened, or if I receive inappropriate electronic content that could potentially be damaging or hurtful to others.

In signing, I agree to follow the Empowered Digital Use Policy of New Bedford Public Schools and understand the penalties that have been described in this policy.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

A parent or guardian must sign below.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and understand the Technology Acceptable Use Policy, which my child has signed in order to use New Bedford Public Schools' technology resources. I agree with the contents of this agreement and that my child will be bound by the terms of the agreement. I accept full responsibility and liability, both legal and financial, for my child's actions, whether foreseen or not. I release New Bedford Public Schools, its staff, administrators, and/or its agents, from liability and/or consequences resulting from my child's use and/or misuse of these resources.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date