NAUSET PUBLIC SCHOOLS

STAFF RESPONSIBLE USE POLICY (RUP)

This policy is based on the Children's Internet Protection Act (CIPA) and its four guiding principles: respect, privacy, sharing, and safety. Nauset Public Schools (NPS) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, video conferencing, any use of network resources, etc. NPS electronic resources include but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Staff Responsible Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Responsible Use Policy is for all those who use school-provided network connections. These connections include usage for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school network space. A similar policy, the Student Responsible Use Policy, is written to ensure that students adhere to District technology's safe use.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources to understand acceptable behavior with technology. While these rules and guidelines detail the acceptable use of electronic information resources anywhere, these are rules and guidelines under which all NPS community members will be held accountable.

**Internet**

The Internet is an electronic network that provides information on a great many subjects. Staff can access the Internet from their computers. Once on the Internet, they can go to sites worldwide to obtain data for educational purposes to answer questions or solve problems.

To ensure safe and equitable practice, staff must evaluate the source of information and the information itself to determine its appropriateness and usefulness. In addition to obtaining research information, users can talk with other people on the Internet by sending and receiving electronic mail or joining newsgroups, chat rooms, or social networking sites. Therefore the following guidelines should be followed when using internet services:

**Content Filtering**

The Nauset Public Schools use content filtering technology in compliance with CIPA (Children's Internet Protection Act) on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Nauset Public Schools realizes this fact and takes every effort to monitor online activity.

The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any usage of the computer network and Internet access.
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User Safety
The District recommends that all personal information, e.g., home address, personal phone numbers, and last name for oneself or any other person, not be posted on blogs, bulletin boards, websites, social networks, and podcasts.

Pictures of student groups and work on District/school/classroom websites must not include captions that identify students. Individual student photos require a parent's signature to publish. This form is accessible in District forms on the District website or reviewed in the parent/student handbook release/permission forms with school office secretarial staff.

Staff may not use personal and District-owned devices to record, transmit, or post pictures or videos of a person or persons in school without the individual's express permission.

Password Protection
Internet passwords are provided for each user's personal use only and are, therefore, confidential. When establishing a password, one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers, and symbols to ensure accounts are not compromised. Staff should never share passwords, steal, or use another person's password. If a staff member suspects that someone has discovered their password, they should immediately change the password and notify a building administrator, who, in turn, will inform the network administrator or the technology director.

Privacy
E-mails and files stored on school computers are not private, and network and Internet access are tools for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any usage of the computer network and Internet access, including transmitted and received information. All information files are the District's property, and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of seven years. When discovering inappropriate use of a computer and/or website, the School Principal and the Superintendent will promptly meet with the identified staff member. The school reserves the right to inspect a staff member's device if there is a reason to believe that the staff member has violated the NPS Responsible Use Policy, school handbook, or has engaged in misconduct while using their personal device.
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Communications
Staff may incorporate email, blogs, podcasts, video conferencing, online collaborations, IM’ing, texting, virtual learning environments, and other direct electronic communications (i.e., cell phones, cameras) or Web 2.0 applications for educational purposes. Although staff monitor student online activity, it is the user’s direct responsibility to comply with this responsible use policy. All after school coordinators and coaches will be trained on Responsible Use and use secure communication apps such as Remind to communicate with students.

Web 2.0 Tools
Comments made on school-related blogs should follow the rules of online etiquette detailed below and monitored by school personnel. Uses of blogs, podcasts, or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech deemed inappropriate in the classroom is inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. When students use blogs, podcasts, or other Web 2.0 tools, there is an expectation to act safely by keeping ALL personal information out of their posts.

Online Etiquette
It is the staff member’s responsibility to manage and monitor technology use. The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper etiquette in the online, digital world, and person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give particular emphasis to:

- **Electronic Communication**: All communication with students should be through the District’s technology, recommended applications, and telephone system, except in emergencies. Improper fraternization using social media platforms & cell phones is prohibited, and staff should not list students currently in the Nauset system as “friends” or contacts on their networking sites.

- **Athletics and After School Activities**: All coaches’ communication to team members shall be sent to all team members and not to the individual students. If an emergency arises and it is necessary to contact individual students, including the athletic director and/or school principal in those communications is required.

- **Personal Use Devices**: (Personal use devices include cell phones, tablets, and computers)
  - Personal staff devices should use the school provided Internet gateway (Wi-Fi), not their devices’ data plans, to ensure proper content filtering and protection.
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- Staff should keep their cell phone and home phone numbers private unless otherwise approved by the District and/or in an emergency.
- Staff must register all personally owned devices with the technology department to ensure the system meets the following criteria:
  - Antivirus is current, and virus definitions are up-to-date.
  - Absence of inappropriate material and/or applications.

- **Content**: Inappropriate contact with students by staff via email, phone, or electronic post is prohibited. Any reference to sexuality, alcohol, or drug use is considered inappropriate and can lead to disciplinary actions.

- **Applications**: When inappropriate use of a computer and/or website is discovered, the School Principal and the Superintendent will promptly meet with the staff member to bring this concern to their attention. Staff must adhere to District policies regarding installing software applications on school devices or the web. NPS technology coordinators and technicians will not install school applications unless a license approved by the District is purchased.

**Cyber-bullying and Harassment**

Nauset Public Schools prohibits cyber-bullying per M.G.L. c.71 §370 and the District’s Bullying Prevention policy. For this Responsible Use Policy, it denotes either bullying or cyberbullying whenever the term bullying is used.

Bullying is prohibited at all times, including but not limited to:
- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- During functions or programs on or off school grounds
- At school bus stops
- On school buses or other vehicles owned, leased, or used by the school District, or
- Through the use of technology or an electronic device owned, leased, or operated by Nauset Public Schools & Union 54.

**Plagiarism/Copyright/Licensing**

Plagiarism is the act of using someone else’s words or ideas as your own. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. When creating academic assignments and lessons, all staff must also adhere to the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Staff should adhere to the Creative
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Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

:**Proxies**

Anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

**Network Services**

The school computers and network infrastructure allow staff to go on the Internet/Intranet/Extranet and store files in a designated network folder. Access to these services is to get or exchange information that is relevant for educational purposes. Any other use of Nauset school computers and network infrastructure is not acceptable or permissible. Users cannot use Nauset school computers to gain or exchange information not specifically for educational purposes.

**Illegal Activities**

The use of the network for any illegal activities is prohibited. Prohibited activities include, but are not limited to:

- tampering with computer hardware or software
- software piracy
- unauthorized entry into computers and files (hacking)
- knowledgeable vandalism or destruction of equipment
- deletion of computer files belonging to someone other than oneself
- uploading or creating computer viruses
- distribution of obscene or pornographic materials, and
- sexting

Such activity is considered a crime under state and federal law. Users must be aware that any illegal activities carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the user's responsibility: staff, volunteer, student, and the student's parent or guardian.

**Examples of Unacceptable Network Conduct**

- Deleting, altering, and plagiarizing materials that do not belong to the individual or not contained in that individual's network/computer folders.
- Downloading, uploading or distributing any files, software, or other material in violation of federal copyright laws.
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- Downloading inappropriate or non-related educational material to your network/computer folders.
- Restricting and/or preventing another individual's access to network/computer services.
- Destruction, theft, and inappropriate alteration of network services and equipment.
- Unauthorized access to data, files, or applications not belonging to the individual and/or related to an individual's educational needs.

Security
Security on the computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/Intranet/Extranet, network, or computer, you must notify System Administrators.

Consequences
If a user violates this policy, the District will take appropriate action, which may include restriction to or loss of network privileges, payments for damages or repairs, and discipline under applicable District policies up to and including suspension or expulsion for students, and termination of employment for employees, and referral to legal authorities. Users may also be held personally liable under applicable state, federal, and civil laws and/or be subject to prosecution under criminal laws. Employee discipline procedures will follow the terms of applicable collective bargaining agreements.

Definitions
The Massachusetts Public Record Law is a law that gives the public the right to request access to information from a Massachusetts governmental agency. The Freedom of Information Act (FOILA) is a law that gives the public access to information from the federal government. A public records request can be made to the Nauset Public School District in response to a public records request required to provide information relevant for electronic documents/communications stored or transmitted through District systems unless that information is exempted from disclosure by law.

Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Personal information stored or transmitted by the Nauset Public Schools must abide by FERPA. The Nauset Public Schools are also required to protect the Nauset Public Schools' confidentiality, integrity, and security of student records under MA general law and Board of Education regulations.

Children's Internet Protection Act (CIPA) requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The Nauset Public Schools are required to filter Internet access for inappropriate content,
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monitor minors' Internet usage, and educate students and staff on safe and appropriate online behavior.

Children's Online Privacy Protection Act (COPPA) imposes specific requirements on operators of websites or online services directed to children under 13 years of age and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. COPPA's primary goal is to place parents in control over what information is collected from their children online.

The Health Insurance Portability and Privacy Act (HIPAA) establishes national standards to protect the privacy of personal health information and medical records and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

Nauset Public Schools makes no warranties of any kind, whether expressed or implied, for its service. Nauset Public Schools will not be responsible for any damages suffered by a user, including data loss resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the network's negligence, the user's errors, and omissions. Use of any information obtained via the Internet/Intranet/Extranet is at your own risk. Nauset Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

LEGAL REFS:
M.G.L 66:10 Massachusetts Public Record Law
M.G.L. 71:34D Student Records; Regulations
M.G.L 71:37H Publication of School Committee Rules and Regulations
Relative to the Conduct of Teachers and Students
Freedom of Information Act (FOIA)
Family Educational Rights and Privacy Act (FERPA)
Children's Internet Protection Act (CIPA)
Children's Online Privacy Protection Act (COPPA)

OTHER REFS:
Massachusetts Association of School Superintendents (MASS)
Massachusetts Association of School Committees (MASC) Model Policy
Natick Public Schools
Duxbury Public Schools
Mansfield Public Schools

This policy is included in the staff handbook. Receipt of the staff handbook means receipt and acceptance of the policy.

APPROVED by the Nauset Regional,
Brewster, Eastham, Orleans and
Wellfleet School Committees
JUNE 2021