

Student Responsible Use Guidelines

Nauset Public Schools

2020-2021

1. Purpose

The purpose of the Nauset Public Schools (NPS) Student Responsible Use Guidelines is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no privacy expectations regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in grades 9 - 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

2. Scope

Nauset Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all online and digital technologies (ODT) in teaching and learning. An essential part of this is that we can show others what that responsible use looks. Because we know this is important for us all, we ask everyone, the staff, students, and volunteers working at our schools to agree to use the internet and other ODT technologies safely and responsibly. NPS utilizes resources from [Common Sense Education](#) for our Digital Citizenship curriculum.

Jurisdiction

These guidelines are in effect:

- When NPS-provided equipment (laptops, tablets, etc.) used on or off school property;
- When non-NPS devices access the district network or district resources; or,
- at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

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Definitions:

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 student records' confidentiality, integrity, and security 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 must filter Internet access for inappropriate content, monitor minors Internet usage, and provide education to students and staff on safe and appropriate online behavior.

Children's Online Privacy Protection Act (COPPA) imposes certain 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.

3. Student Responsible Use Guidelines

Using NPS online and digital technologies (ODT), I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security. I am responsible for keeping personal information private.
- I will not share personal information about myself or others, including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy, and all District security policies.
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I am responsible for my passwords and my actions when using District accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use appropriate school language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable.

I am responsible for accessing only educational content when using NPS technology.

- I will not seek out, display, or circulate hate speech, sexually explicit or violent.
- I understand that a teacher or administrator must approve any exceptions as part of a school assignment.
- I understand that the District network's use for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of NPS digital resources and networks.

- I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright-protected materials, unauthorized software, or apps on any NPS computers, tablets, smartphones, or other internet devices.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access to NPS equipment.
- I will not use the NPS network or equipment to obtain unauthorized information, access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling NPS equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to NPS equipment.
- I am responsible for respecting the works of others.
- I will follow all copyright guidelines.

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- I will not copy another person's work and represent it as my own, and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all NPS trademarks, logos, and symbols are for school district use only.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.
- I understand I should not save or store personal data or files on any device.
- I understand that the school district may reimage any computer to maintain the equipment in good working order.

4. Consequences for Irresponsible Use

Misuse of NPS online and digital technologies may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any corrective action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated and was disseminated off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct the team/school's unbecoming. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the school's operation.

Disclaimer:

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of

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school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

5. Policy Review and Notice

The Director of Technology and Information and Superintendent or designee will review this policy annually.

District administration will provide written notice annually to staff, students, and parents/guardians of the student responsible use policy. Such notifications will include but are not limited to, employee handbooks, student/parent handbooks, and the District website.

Adopted:

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: Duxbury Public Schools Acceptable Use Policy
Natick Public Schools Student Responsible Use Policy
Mansfield Public Schools Responsible Use Policy
Foxborough Public Schools Acceptable Use Policy
Mount Greylock RSD Acceptable Use Guidelines
Sharon Public Schools Acceptable Use Policy
Massachusetts Association of School Committees (MASC)