

STUDENT RESPONSIBLE USE POLICY (RUP)

Nauset Public Schools – April 2013

OVERVIEW

This policy is a use guideline for electronic devices and network services for students in grades 6 to 12. Students shall follow the guidelines as defined by the technology standard to “*Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school, and in society.*” These guidelines will be taught in multiple content areas in grades 6, 8 and 9.

The full draft of the technology standards is located at <http://www.doe.mass.edu/odl/student.html>.

Electronic devices include, but are not limited to:

- Beepers/pagers/two-way radios
- Flash drives/USB drives/travel drives, dongles
- PDAs/tablets/iTouch devices
- Cell phones
- MP3 players/iPods

Network Services include, but are not limited to:

- Technology components such as computers, laptops, iPads, tablets, printers, digital cameras, video cameras, video displays, projectors, interactive white boards, document cameras, scanners, copy machines, CD ROM players, and recording devices
- Computer applications
- Network storage
- Internet/Intranet/Extranet and FTP use
- School/Teacher web sites
- Instant Messenger, blogging
- Electronic Mail

PHILOSOPHY

The resources provided are the property of the Nauset Public Schools and are to be used for educational purposes in serving the interests of the Nauset Public Schools, its staff, students, and community members in the course of normal operations. Educational purposes shall be defined as classroom activities, career and professional development and activities related to the individual’s public education role and responsibility.

It is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly.

Therefore, the intentions of this *Responsible Use Policy* are:

- Not to impose restrictions, but rather to protect the Nauset Public Schools staff, students and community from illegal or damaging actions by individuals, either knowingly or unknowingly.

- To be in compliance with all federal, state and local laws.
- Provide data integrity and ensure confidentiality of network resources and electronic devices on the Nauset Public Schools network infrastructure.

INTERNET

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

Not all information on the Internet is equally reliable or helpful. Students must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness. In addition to obtaining research information, students can also talk with other people on the Internet by sending and receiving electronic mail or joining news groups, chat rooms or social networking sites. Therefore, the following guidelines will be followed when using Internet services:

Content Filtering

The Nauset Public Schools uses content filtering technology in compliance with CIPA (Children's Internet Protection Act) on all 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 and all usage of the computer network and Internet access.

Student Safety

Personal information such as home address, personal phone numbers and/or last name for yourself or any other person should not be posted on blogs, bulletin boards, websites, social networks, podcasts, or any public domain (i.e. class web page or Internet).

Pictures of student groups and/or work may be included on district/ school/ classroom websites without identifying captions. Individual student photos require a parent signature to publish. This form can be found in [district forms](#) on our web site.

Cyber-Bullying and Harassment

Nauset Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the district's Bullying Prevention policy (5147).

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- At functions or programs whether 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 used by the Nauset Public Schools

Email Communications

The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access.

Internet Conduct/Netiquette

Each individual is responsible for all activity that occurs under his or her username, generic login or password. Students may not use the Nauset school computers to go to any Internet/Intranet/Extranet site or sites that contain information that is inappropriate for educational or career purposes.

Additionally, students using school computers must follow commonly accepted rules of Internet/Intranet/Extranet use.

- District Web Site
 - The Nauset Public Schools are committed to providing a safe and respectful school community environment.
- Published email addresses are restricted to staff members or to a general group email address where email is forwarded to a staff member.
- Internet/Intranet/Extranet etiquette ("netiquette")
 - Please refer to the [Technology Handbook](#) posted on the school website
- Inappropriate sites
 - Individuals who accidentally reach an inappropriate site must immediately leave the site.
 - Students must report the site to his or her teacher.
 - Staff members will report the site to system administrators.

Plagiarism/Copyright/Licensing

Information obtained from the Internet/Intranet/Extranet will not be plagiarized. Information must be attributed to its source. Individuals may not claim as their own information made available by someone else on the Internet/Intranet/Extranet. This includes all forms of media such as, but not limited to, graphics, music and text. Students must adhere to the copyright laws of the United States.

Blogging

Students must honor copyrights and other legal rights of users who “blog.” Information obtained from “blogs” will not be plagiarized and must be attributed to its source. Individuals may not claim as their own information made available by someone else on a posted blog.

Students will respect the freedom of speech blogging provides and will follow the guidelines identified in Internet Conduct.

Nauset Public Schools is not responsible for any and all blogging comments and shall be held harmless.

Social Networking

Social Networking is an online forum that focuses on social networks or social relations among people who share similar interests and activities. These online forums include such services as Facebook, Twitter and LinkedIn. **Access is at the discretion of the classroom teacher and or staff member.** Students shall be respectful of their decision.

Podcasting

Content and project specific podcasting sites will be permitted providing the site is managed and monitored by the teacher/staff member for the sole purpose of use within the classroom curriculum.

NETWORK SERVICES

The school computers and network infrastructure are for staff and students to use to go on the Internet/Intranet/Extranet and to store files in a designated network folder. Access to these services is for getting or exchanging information that is relevant for educational purposes. Any other use of Nauset Public School computers and network infrastructure is not acceptable or permissible. In other words, users are not permitted to use Nauset Public School computers to gain or exchange information that is not specifically for education.

Use of the network for any illegal activities is prohibited. Illegal 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 of computer viruses
- Distribution of obscene or pornographic materials
- Sexting

Such activities are considered criminal under state and federal law. Users must be aware that any illegal action 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 responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

Examples of Unacceptable Network Conduct

- Downloading inappropriate or non-related educational material to your network/computer folders
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual's network/computer folder
- Unauthorized access of data, files, or applications that do not belong to the individual or related to an individual's educational needs
- Restricting and or preventing another individual's access to network/computer services
- Destruction, theft and inappropriate alteration of network services and equipment

- Downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

System Responsibilities

Nauset Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nauset Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or 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.

Security

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

- Do not demonstrate the problem to other users
- Do not use another individual's account
- Attempts to log on to the network as a system administrator will result in cancellation of user privileges
- Any user identified as a security risk or having a history of problems with other computer systems may be denied a user account

Personal Computers/Laptops/Mobile Phones/Tablets

- Any and all personal devices must be registered with the Technology Department to ensure the system meets the following criteria:
 - Antivirus is current and virus definitions are up to date.
 - Inappropriate material and/or applications will result in the device being confiscated.
- Nauset Public Schools is not liable for any device stolen or damaged at school.
 - If a device is stolen or damaged, it will be handled through the Main Office similar to any other personal item.
- The student:
 - Is responsible for the proper care of his or personal device, including cost of repair, replacement or any modifications needed to use the device at school.
 - Will charge personal devices prior to bringing them to school.
 - Will take precautions to preserve battery life during the school day.
- Only the school provided Internet gateway may be accessed via Wi-Fi while in school.
- Personal internet connections via 3G or 4G networks are not permitted.
- The technology must be in silent mode while at school and riding the bus.
- The technology may not be used to cheat on assignments or tests, or for any non-instructional purposes.
- The student may not use the devices to record, transmit or post photos or videos of a person or persons in school without the express permission of the individual.

- The use of technology will be directed by the classroom teacher and the student will comply with all teacher requests to shut down the device.
- The student acknowledges that the school's network filters will be applied to all connections and will not attempt to bypass them.
- The student understands that bringing devices that might infect the network with a virus or program designed to damage or access unauthorized information is a violation of the NPS RUP and will result in disciplinary actions.
- The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated the NPS Responsible Use Policy, School Handbook, or has engaged in misconduct while using their personal device.

Privacy

The Nauset Public Schools resources are the property of the Nauset Public Schools and are to be used in conformance with these guidelines. The Nauset Public Schools retains the right to inspect any user's hard drive and the files it contains and/or to monitor and/or inspect any files that users create, any messages they post or receive and any web sites they access.

CONSEQUENCES

Students will abide by the classroom teacher/staff request to the use of any and all technology in their classroom, office or school space. If requested that the device be shut down, the student will abide by that decision or face disciplinary action.

Disciplinary action will be handled in accordance with the applicable provisions of the student handbooks and or the principal's discretion. Violators will be given the appropriate due process. Consequences imposed will be based upon the severity of the violation and can range from loss of access up to and including expulsion. The Nauset Public Schools will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the Nauset Public School system.

**Nauset Public Schools
Internet/Intranet/Extranet and Network Services Responsible Use Agreement**

I understand and will abide by the above Internet/Intranet/Extranet and Network Services Responsible Use Agreement.

This agreement is in effect while attending school at the Nauset Public Schools or until a revised RUP is published.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action pursued.

Signature _____ Date _____

First Name _____ Middle _____ Last _____
(Please Print)

Please complete for student under 18 years of age.

_____ has my permission to become an independent surfer in the Internet/Intranet/Extranet at the Nauset School System.

Parent/Guardian signature _____ Date _____

First Name _____ Middle _____ Last _____
(Please Print)
