

Swampscott Public School District
Technology Responsible Use Policy
Adopted August 2020

Educational Purpose The Swampscott Public School District has adopted the Responsible Use Policy (RUP) for staff, students, and guests who have access to school computers and devices, system network, or school accounts for Google, Aspen, Teachpoint, our website, and other software or information technology. **Network access is a privilege, not a right.** The use of the network must be consistent with, and directly related to, the educational objectives of the Swampscott Public Schools. This policy is intended to ensure safety through the proper conduct of users and requires efficient, ethical, and legal utilization of technology. **This Responsible Use Policy ALSO applies to remote use of SPS technology including use at home or other venues outside of SPS buildings.**

SPS Responsibilities Our policy is based on our requirement by CIPA (Children’s Internet Protection Act) to ensure that our protection measures block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). As we have moved to a hybrid learning environment where students are using the district’s technology at home, a web filtering system will be deployed to each device used outside the school district. This means that anything that is done on a district issued device is on record and may be sent to building administrators for review.

Responsible Use & Digital Safety for All Users (staff & students & public wi-fi)

Proper safety and etiquette is expected of all users. Remember that anything you put on the internet may be attached to your digital footprint forever.

- Users are expected to communicate in ways that are kind and respectful.
- Users will not use inappropriate language that is obscene, profane, lewd, vulgar, rude, inflammatory, or threatening in public and private messages, including but not limited to, e-mails and chats, naming of files, websites, or blogs.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not buy, sell, advertise, or otherwise conduct non-school related business, using school email or school resources.

Respect and protect the privacy of yourself and others.

- Users will only log into their own account and will not attempt to gain access to another user's account.
- Users will not share passwords, view or copy data, or access networks to which they are not authorized
- Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, a user's address, telephone number, credit card number, etc.

Practice legal and ethical behavior.

- Users will not intentionally access, transmit, copy, or create materials that violate the school's code of conduct or are illegal (such as, but not limited to, messages that are illegal copies of copyrighted works, stolen materials, obscene or sexual in nature, threatening, rude, discriminatory, or meant to harass).
- Users will not engage in any illegal act, such as, but not limited to, arranging for a drug sale, the purchase of alcohol, threatening the safety of a person or persons, etc., via the school's network, Internet, computers, technology devices or information technology.
- Users will not engage in plagiarism and copyright infringement. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright.
- Users should promptly disclose to school authorities any inappropriate websites that have been discovered or accessed.
- Users will not make deliberate attempts to disrupt the school's computer system or network or any other computer system or network, or destroy data by sending computer viruses or by any other means.

Specific Policy for Student Use

- Students in grades pre-kindergarten through grade 8 will access the Internet only when a recognized authority figure (i.e., staff member, administrator, parent volunteer) is in the same room.
- Students in grades 9-12 will have Internet access without an adult in the room provided they abide by the policies set forth within the RUP and by the teacher or Principal. The school district reserves the right to revoke a student's privilege at any time.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without the permission of the students and staff involved.
- Students will report threatening or discomfoting materials to a teacher or trusted school staff member.

Free Speech

A user's right to free speech, as set forth in the United States Constitution, applies to communication on the Internet. Internet access as provided by Swampscott Public Schools is considered a limited forum, similar to the school newspaper, and therefore **the District may restrict speech for valid educational reasons.**

Privacy Expectations

The District's system network, computers, technology devices, and information technology is the property of the District and is subject to inspection at any time and without prior notice. **Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.** Swampscott Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the Internet, the District's system network, computers, technology devices, and information technology, including, but not limited to, Teachpoint, Aspen, and Google, and all other software used for teaching and learning for the District.

Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access as provided by Swampscott Public Schools.
2. In the event there is a claim that a user has violated this policy, the user will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the building administrator.
3. Violation of the Responsible Use policy will result in disciplinary action by the District, Principals and/or teachers and may include but are not limited to the following consequences: verbal or written warnings, parent/guardian meetings, and network use suspension.
4. If the violation also involves a violation of other provisions of the school's disciplinary code, it will be handled in a manner described in that disciplinary code.

Limitation of Liability

Swampscott Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system network, Internet, school computers, school technology devices or information technology will be error-free or without defect. Swampscott Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Swampscott Public Schools, along with any person or organization associated with the school district internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school network infrastructure, or for the action of anyone connecting to the District's network. Swampscott Public Schools will not be liable for the actions of anyone using school computers, technology devices or information technology. All users shall assume full liability, legal, financial or otherwise for their actions while using the school's network, Internet, computers, technology devices or information technology. Swampscott Public Schools assumes no responsibility for any information or materials transferred or accessed from the Internet. Swampscott Public Schools strongly condemns the illegal distribution of software. All users

should be aware that such action is illegal and is punishable under federal law by fine or imprisonment. Swampscott Public Schools reserves its right to seek restitution from any user for costs incurred by the District, including any legal fees, for the inappropriate use of the District's network.

Parents/guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the District's network and to reimburse Swampscott Public Schools for any expenses or damages incurred in the use of district owned technology devices.

By signing the SPS Handbook, users and families consent to the following:

- Users/families have read the Responsible Use Policy for the Swampscott Public Schools.
- Users/families understand that this access is designed for educational purposes. Families will review with children.
- SPS provides all students with a Google Suite for Education account.
 - This account offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under SPS's Google Suite for Education agreement, and additional services that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes.
 - **By signing the Student-Parent Handbook, parents/guardians are giving permission for their student under the age of 18 to use any software that is deemed appropriate for educational use at SPS.**
- Users will abide by the content in the Responsible Use policy.

Parents/guardians

- I give permission for my child to have access to the Internet that corresponds with their grade level I have discussed with my child regarding the responsibilities with the use of the Swampscott Public Schools Internet access and materials.
- My child understands and agrees to follow the Responsible Use Policy for Swampscott Public Schools.
- **I understand that any violation by my child of the terms of the Responsible Use Policy may result in suspension or revocation of his/her email account or independent access to the internet, school disciplinary action and, if warranted, referral to law enforcement authorities.**
- I will not hold the Swampscott Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Swampscott Public Schools' computer network and/or the Internet.