

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT ACCEPTABLE USES OF THE DISTRICT COMPUTER NETWORK AND THE INTERNET – STUDENT POLICY</b>	First Read: 4/26/17 Second Read: Third Read:

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will not post personal information about my life, experiences, experimentation or relationships. I will not be obscene.

**Protect Yourself.** I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people’s spaces or areas.

**Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Respect School Property.** I will take care of any school equipment or tools that I use. I will let a teacher know if any equipment is not working properly or needs to be repaired.

**Don’t Steal.** I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

**Honor Intellectual Property.** I will request permission to use resources and suitably cite any and all use of websites, books, media etc.

**Respect District Safeguards.** I will respect and honor the safeguards put in place by the district to protect the safety of the school community. Bypassing internet filters, utilizing keyloggers, etc.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner.

I, agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

## **STUDENT POLICY**

### **Use of the Internet and Electronic Communications**

All users of the North Providence School District computer systems by either students or employees are subject to this Acceptable Use Policy (AUP). This bulletin will undergo periodic review to ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

### **Philosophy of use**

Access to computers, computing equipment, e-mail and the Internet enables students to explore thousands of libraries, databases, and Web sites while exchanging messages with Internet users throughout the world. The district provides students with computing and Internet access to further educational goals and objectives. However, students may find ways to access materials that are illegal, defamatory, inaccurate, or potentially offensive to some people. The district believes the benefits of access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages.

### **Student rights and responsibilities for using the district network**

The district provides a computer network for students who agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files, and communicate with others via email.

Access is a privilege, not a right, and therefore, entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all district regulations and will honor signed agreements. Students and parents shall be required to sign the North Providence School District Acceptable Use Policy annually before Internet or electronic communication accounts shall be accessed and be allowed.

Personal Internet use, Students' home use, and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression - such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, the student may face school discipline and criminal penalties.

## **TEACHER SUPERVISION**

During the instructional day, teachers make reasonable efforts to supervise student use of the district's

Internet system in a manner that is appropriate to the student's age and circumstances of use.

### **Student IDs and passwords**

The district may provide any student with a unique Internet ID and password for that student's use only. All secondary students will receive an email account and elementary students by request for Teacher led projects. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact a teacher at their school immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **Protection of identifying information**

When sending electronic messages on the district's network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Students shall identify themselves by first names only.

Students shall not meet in person anyone they have met only on the Internet; and Students must abide by all laws, this Acceptable Use Policy and all District security policies.

### **Using proxy sites to bypass district filters**

Any use of school systems to bypass the established proxy server will result in disciplinary action.

### **Access to restricted use and physical computer damage**

Student use of school district computer equipment and network is limited to the educational purposes. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district.

Students shall not damage district or outside computing devices, systems or networks or interfere with another's ability to use a computing system or network. Students shall not bypass or disable district network security systems.

### **Use of non-district software and applications**

Students shall not install any non-district approved application software on the district network or school workstations.

Students may NOT download inappropriate files onto district network resources, district accounts, onto devices. Inappropriate files include, but are not limited to, games, music, video or audio files, or material protected by the district's filtering or blocking software.

### **Filtering software**

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district.

However, no Internet filter is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Students shall not use the school district's network system to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate. Students shall not tamper with the filtering service.

### **Cyber bullying**

North Providence School District does not tolerate bullying and harassment.

Students shall not use any Internet or other communication device, such as cell or telephone to intimidate, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create material disruption of school operations shall be subject to the penalties outlined in the schools' handbooks policies as well as possible criminal prosecution.

### **Intellectual Property**

I will request permission to use resources and suitably cite any and all use of websites, books, media etc. I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

For more information about copyright, please see <http://www.copyright.gov>

### **District Access to Student Files and Emails**

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network or store in student directories.

The Director Technology or other designated district employee may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted.

## **Personal Mobile Technology**

\*\*\*HS/MS students may bring cell phones, tablets, e-readers, and other communication devices to school, as long as they do not disrupt the educational process. Individual schools and teachers may impose additional restrictions. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other student electronic devices.

## **\*\*\*Inappropriate Photos/Videos/Media**

It is an explicit part of this policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by North Providence Schools. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. Students and parents need to be aware of the consequences - some of them life-altering - of having sexual material at school, including on your cell phone or other electronic communication device.

## **Discipline**

North Providence School District may apply discipline up to and including suspension and/or expulsion for specific student violations of the Internet and Electronic Mail Permission and Use Regulations. Students who violate the Internet-use rules set forth in this regulation will be subject to the penalties established in the Code of Student Conduct.

Students are expected to review the student handbook before using school computers or the district network. In addition, violations also may result in:

- Immediate removal from the computer network at any time without warning.
- Removal from the computer network for a specified period of time as determined by the principal, if the violation is limited to one computer and/or is contained in the school building.
- Removal from the computer network for a specified period of time as determined jointly by the principal in consultation with the Director of Technology and the other district staff, if the violation significantly threatens or damages district wide network resources, i.e., Web site, e-mail network, online grading system, etc.
- Permanent removal from the computer network for the duration of a student's enrollment in the district as determined by district administration.
- District retains right to terminate access
- North Providence School District technology staff may terminate a user's network access and this agreement at any time without warning.
- Unauthorized computer or network use subject to prosecution

- Students who engage in unauthorized computer or network use may be subject to imprisonment, fines, and civil liability under applicable state and federal laws. Unauthorized computer or network use may also result in disciplinary measures consistent with the school district's policies and regulations, including suspension and expulsion.}

Nothing herein shall be deemed to prevent a teacher or instructor from establishing additional rules and conditions, subject to the ultimate control of the district administration and the District’s School Committee.

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**PLEASE READ, SIGN, AND RETURN THIS PAGE TO YOUR DESIGNATED TEAM TEACHER.**

**Once this this page is submitted you will be eligible to maintain an in-school Chromebook.**

Student Name (printed)	Student Signature	Date
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**For Parents and Guardians:**

I have read and understand the Acceptable Use Policy.

Parent/Guardian Name (printed)	Parent/Guardian Signature	Date
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