ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

TECHNOLOGY RESPONSIBLE USE POLICY

INTRODUCTION

This Technology Responsible Use Policy for the Essex North Shore Agricultural & Technical School District (ENSATSD) is enacted by the School Committee to provide the parents, students, and staff of the ENSATSD School Community with a statement of purpose and explanation of the use of technology within the ENSATSD learning community. This policy is reinforced by practice, Responsible use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Essex North Shore Agricultural & Technical School District. Students and parents/guardians as well as all staff members of ENSATSD must also read and sign the accompanying Statement of Responsibilities.

These guidelines are based on the Children's Internet Protection Act **(CIPA)** and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. ENSATSD provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. ENSATSD 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.

Online communication is critical for Millennial Learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Responsible Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Responsible Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the responsible use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the ENSATSD community (students and staff) will be held accountable.

PURPOSE

The Essex North Shore Agricultural & Technical School District encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Essex North Shore Agricultural & Technical School District provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

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DEFINITIONS
"Technology devices, digital resources, and network infrastructure" is defined as the Essex North Shore Agricultural & Technical School District network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

"Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning.

"Devices" refer to district owned/leased, staff owned devices, and student owned devices.

TECHNOLOGY RELATED SERVICES PROVIDED BY THE ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

WHAT ARE GOOGLE APPS FOR EDUCATION?
Essex North Shore Agricultural & Technical School District provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Essex North Shore Agricultural & Technical School District have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

GMAIL is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within the Essex North Shore Agricultural & Technical School District domain.

GOOGLE DRIVE gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

 Google Drive includes the following programs:

- Google Documents - word processor similar to Microsoft Word
- Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - spreadsheet program similar to Microsoft Excel
- Google Forms - survey/data collection tool for creating forms and collecting data from an audience
- Google Drawings - simple graphic design program

USES FOR STUDENT GMAIL

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Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

STUDENT EMAILS TO STAFF
Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email and Online Chat Guidelines

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

CONTENT FILTERING
The Essex North Shore Agricultural & Technical School District uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). ENSATSD is aware that no web filtering technology is 100% safe. ENSATSD realizes this fact and takes every effort to monitor online activity.

MONITORING
The Essex North Shore Agricultural & Technical School District monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Essex North Shore Agricultural & Technical School District network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Essex North Shore Agricultural & Technical School District administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

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The Essex North Shore Agricultural & Technical School District will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Essex North Shore Agricultural & Technical School District.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Essex North Shore Agricultural & Technical School District Technology Responsible Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or ENSATSD School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the ENSATSD district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

USER ACCESS AND EXPLANATION OF GUIDELINES
Access to information technology through the Essex North Shore Agricultural & Technical School District is a privilege, not a right. Students, parents, and staff shall be required to read the ENSATSD Technology Responsible Use Policy and sign and return the Statement of Responsibilities.

The ENSATSD Responsible Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the ENSATSD disciplinary policies as outlined in the policy manual of the district and the student's school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

SCOPE OF TECHNOLOGY POLICIES
Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

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This Technology Responsible Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, Moodle and iPass (Parent/Student Access to Student Information System).

EXPECTATION OF PRIVACY

At any time and without prior notice, the ENSATSD reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES

INAPPROPRIATE TECHNOLOGY USE INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you. Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from ENSATSD devices through any electronic means unless the particular

licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Saving inappropriate files to any part of the system, including but not limited to: Music files, Movies, Video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment, uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

DUE PROCESS
The Essex North Shore Agricultural & Technical School District will apply progressive discipline for violations of the district policy and signed Responsible Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Essex North Shore Agricultural & Technical School District administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT LIMITATIONS OF LIABILITY
Essex North Shore Agricultural & Technical School District makes no warranties of any kind, implied or expressed, that the services and functions provided through the ENSATSD technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The ENSATSD will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

Essex North Shore Agricultural & Technical School District, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Essex North Shore Agricultural & Technical School District assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this ENSATSD Technology Responsible Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Essex North Shore Agricultural & Technical School District and appropriate offices.

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TECHNOLOGY RESPONSIBLE USE POLICY

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Essex North Shore Agricultural & Technical School District network. Parents and guardians agree to compensate ENSATSD for any expenses or damages incurred in the use of district owned devices including but not limited to iPads in 1:1 school deployments.

MODIFICATION
The ENSATSD reserves the right to modify or change this policy and related implementation procedures at any time.

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TECHNOLOGY RESPONSIBLE USE POLICY

<u>**EMAIL GUIDELINES**</u>

Email is an effective and powerful tool that facilitates communication, planning, and ensures that information is shared quickly and efficiently. The Essex Technical High School provides an email account for each staff member and encourages the appropriate and regular use of email. At the same time, email can be overused or misused and cause unnecessary additional work or misunderstandings between users. In the future, we anticipate that all email will be archived for several years. The following guidelines are suggested to assist staff as they use and manage email. Staff members who follow these guidelines will have the full support of administrators if an issue arises.

A.   *Expectations Regarding Use of Email*

- Your school email account is a public record; routine communications are not
- monitored, but at any time a request could be made for your email content (be thoughtful about what information you include and share)
- Print and file any email to comply with record retention laws
- Your school email account is for school business only, not for personal business or entertainment
- No problem solving using email; call someone or set up an appointment to discuss problems in person
- Before using the cc command, ask whether each of those people absolutely need to be included in the communication
- Email messages should be responded to as soon as practically possible
- Resist including emotional content in email; monitor your adverbs and adjectives
- Keep messages to under one hundred words
- Use "Urgent" command sparingly and do not "reply all" unless absolutely necessary
- Never use your personal Email account for school-related business

B.   *Types of Email to Limit*

- In-house or multi-school "FYIs" that are not significant to groups or to the administration
- Emails that are informational, but would be far simpler to answer in person than to send a lengthy email
- Access to your personal email account during the school day should be minimal

C.   *Tips to Manage Email*

- Avoid checking email just prior to teaching or during classroom activity
- Be mindful of how long and often you are "plugged in" to technology
- Seek support and advice before responding to confrontational email

D.   *Email Guidelines for Faculty on Home—School Communication*

Email can be an effective tool to increase communication, cooperation, and teamwork toward improving learning. It should be considered a complement to, rather than a replacement for,

direct conferencing with parents. The advantages of conversation over email are greatest when trouble is at hand; email may subtly encourage such trouble in the first place. Any circumstance in which email might erode the cooperative spirit between educator and parent must be avoided.

E.   *Email can be an effective tool for:*

- Sending information regarding classroom projects and upcoming events
- Communicating positive achievement about a student's progress in the classroom
- Arranging appointments for more personal communication

F.   *Precautions:*

- Email is not private and can be read by others. Any email that discusses a student becomes part of that student's file and could be accessed by the parent(s) upon request
- Deleted email can still be retrieved from the school's email archive system
- Rules of confidentiality that apply to other written or spoken communication must always be heeded
- Opinions or subjective matter would best be communicated in other ways.
- Student names or identifiers (e.g. initials) should NOT be included in educator-to-educator emails (i.e. if included, the email becomes part of the student's record)
- Information that is sensitive, contentious, or negative in nature would be better communicated in other ways
- Positive email messages tend to be interpreted as more neutral, and neutral emails interpreted as more negative than the sender intends

G.   *Suggestions:*

- Keep correspondences fact-centered and avoid personality issues of a student (i.e. tone is difficult to convey over email)
- Contact an administrator for support if a parent's email is confrontational or excessive in the number of correspondences
- Pay special attention to the difference between "Reply" and "Reply All" when responding to email. The latter sends your response to all addresses listed on the original email.

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STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow this Responsible Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Essex North Shore Agricultural & Technical School District and that Essex North Shore Agricultural & Technical School District has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Responsible Use Signature

Parent collaboration and consent working together is a crucial focus of Essex North Shore Agricultural & Technical School District. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the ENSATSD Responsible Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of ENSATSD, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Responsible Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by ENSATSD and that ENSATSD has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Essex North Shore Agricultural & Technical School District.

Parent/Guardian Student Images for Educational Purposes

Essex North Shore Agricultural & Technical School District attempts to provide students with the best educational practices and resources. ENSATSD will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, town/city, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Essex

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North Shore Agricultural & Technical School District web pages, blogs, newsletters, yearbooks, and newspaper articles. If you do not wish any or specific information concerning your child to be released for publication, **please indicate so <u>in writing</u> and mail to Cynthia Mears at the school by September 12, 2014.** If you do not want information published, but would like your child's picture to appear in the yearbook, please indicate that as well. Be sure to include your **child's name** and **your name and address and signature**. The notification may be signed by a student fourteen years of age or older, or a student in the ninth grade or above, or a parent.

Essex Technical High School iPad Statement of Responsibility for Parent/Guardian and Student (If applicable)

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned iPad. We have read and reviewed the iPad insurance options that provide financial protection for any necessary replacement of the assigned iPad. We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost iPad.

_____ _____

Parent or Guardian Name (please print)   Student Name (please print)

_____ _____

Parent or Guardian Signature   Student Signature

_____ _____

Date   Date

I have read and understand the ENSATSD Technology Responsible Use Policy.

I have read and understand the ENSATSD iPad responsibilities.

I give my consent to ENSATSD for my child to be photographed or videotaped for use in educational publications.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

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STAFF STATEMENT OF RESPONSIBILITIES

Staff Expectations

I have read, understand and will follow this Responsible Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by ENSATSD and that Essex North Shore Agricultural & Technical School District has the right to access any of the information used through the mediums provided through the school at any time.

Essex Technical High School Mobile Device Responsibility for Faculty and Staff (If applicable)

I understand that I am accepting responsibility for any damage, destruction, or loss of the assigned mobile device. I have read and reviewed the insurance options that provide financial protection for any necessary replacement costs of the assigned device. I understand that I am responsible for the total cost of replacing a damaged, destroyed, or lost device.

_____

Staff Name (please print)

_____   _____

Staff Signature Date

Staff Device Delivery, Access, and Use Statement

Please be advised that all documents, pictures, movies, and data need to be saved to cloud services such as Google Drive, Dropbox and iCloud. When staff laptops and/or computer devices require service, devices may be picked up and exchanged. Staff may not have the opportunity to save or transfer local data upon the exchange.

New staff computer devices will not have the Microsoft Office Suite installed. Please utilize Google Apps when corresponding with students and faculty.

_____

Staff Name (please print)

_____   _____

Staff Signature Date