

Instruction

Responsible Use – Administrative Regulation

Regional School District #10 Responsible Use of Technology Resources

Educating Students about Appropriate Online Behavior

Staff will provide students with instruction in the skills needed to use technology resources effectively. At a minimum, students shall receive instruction regarding the following:

- Appropriate and safe online behavior
- Interacting with other individuals via e-mail, social networking sites, chat rooms and other forms of direct communication
- Cyberbullying awareness and response
- Respectful use of technology

Monitoring the Online Activities of Students

Students' online activities shall be monitored to prevent access to inappropriate or harmful materials. Students will be supervised when using electronic mail, chat rooms, and other forms of direct electronic communications. Students are prohibited from engaging in unauthorized access, including hacking and other unlawful activities online. All users of District resources shall prevent the unauthorized disclosure, use and dissemination of personal information regarding students.

Utilizing Technology Protection Measures

The School District shall utilize technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or with respect to use of the computers by minors, harmful to minors. Use of technology protection measures shall be enforced during the use of District computers with Internet access as well as devices that students bring to school and use to access the school's networks. Adequate filters are in place; however, if a student unintentionally gains access to prohibited or questionable material, including, but not limited to videos and images, he or she must immediately minimize the program and contact a staff member. Users are to report security or technical problems as well as other violations of guidelines to an appropriate staff member. School personnel may request to override technology protection measures for use by an adult to enable access for a bona fide research or other lawful purpose.

Use for school purposes only

Staff and students will use computers, networks, and the Internet, including e-mail, only for school-related purposes. The use of technology should not detract from professional or educational responsibilities.

Prohibited Conduct

In order to ensure that technology use is effective, safe, and responsible, users of District technology are not permitted to use computer resources, including wireless Internet access, to:

1. “Hack into,” “snoop,” monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users’ files and administrative data;
2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;
3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;
4. Harass, cyber bully or intentionally offend others;
5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
6. Intentionally disrupt or degrade network activity;
7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;
8. Plagiarize (to take material created by others and presenting it as if it were one’s own) or cheat (to deceive by trickery, mislead or fool);
9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;
10. Tamper with or modify data and/or files belonging to or being used by others without authorization;
11. Use school technology resources for commercial purposes or personal financial gain;
12. Violate any local, state, or federal law or school policy.

Conduct Requiring Prior Written Authorization

Users may not do any of the following without prior written authorization from the school administration:

1. Copy software for use on their home computers;
2. Provide copies of software to any independent contractors or clients of the District or to a third person;
3. Install software on any of the District’s work stations or servers;
4. Download any software from the Internet or other on-line service to any of the District’s work stations or servers;

5. Modify, revise, transform, recast, or adapt any software;
6. Reverse engineer, disassemble or decompile any software.

No expectation of privacy

The data, files, e-mail, and Internet use of all users are considered to be the property of the School District. Administration reserves the right to access, monitor and review all use of District computer resources and personally owned devices¹ that access the school's network, including the overriding of passwords where necessary. Users should not have any expectation of privacy in the use of District computer resources including use of the school's network by personally owned devices.

Supervision

Staff will supervise student use of technology equipment, networks, and the Internet as closely as possible. Staff will plan the use of electronic resources in ways that closely guide student experiences. Activities that require the thoughtful use of technology to construct knowledge and understanding will be emphasized. Strategies such as room arrangements that aid in supervision will be encouraged.

The following student activities always require advance planning by staff:

1. Use of Internet chat or real time conferencing. This type of forum should be accessed only to connect with other classes or individuals for prearranged dialogue for a specific school-related purpose that is supervised by staff.
2. Subscription to an electronic mailing list (listserv).
3. Access to newsgroups (use nets).
4. Downloading of files from outside sources. Students must always ask for permission from staff before downloading files.
5. E-mail. Student use of e-mail accounts when created for school purposes must be limited to communication only with identifiable individuals or organizations with a recognized role in the school-related activity. The District may set up accounts for co-curricular groups, class projects, or other school purposes. As stated previously, all use of e-mail must adhere to requirements outlined in these guidelines.

Use of Personally Owned Devices by Students

The use of personally owned devices by students in school is a privilege which comes with great responsibility. In addition to following the same rules for Responsible use of District owned computer resources, students who wish to use their own devices at school also agree to the following:

- All student access to the Internet during the school day will be done through the school's network. Students may not use personally owned devices on school grounds that are connected to outside Internet sources.

¹ For the purpose of this regulation, the term "personally owned device" means any privately owned, electronic technology that a student brings to school. The definition includes, but is not limited to, mobile communication systems, smart technologies, laptops, tablets, netbooks and any other technology that can be used for wireless Internet access, word processing, image and/or sound recording and the transmission, receipt, and storage of data and information.

- Students who use their personally owned devices at school must do so in a manner that comports with the school rules and the District's code of conduct.
- Region 10 will not service any personally owned technology. This includes troubleshooting, software or hardware issues. Students are responsible for making sure that they have up-to-date anti-virus software installed, if applicable, and for charging their devices fully before bringing them to school.
- Administrators and teachers have the right to prohibit the use of devices during designated activities that occur during the school day (e.g., presentations, theatrical performances, or guest speakers) and at any other time. When using technology in the classroom, students must immediately comply with teachers' requests on management of devices.
- Students may not use personally owned devices during any assessments or tests unless directed to do so by school personnel.
- Students shall not share, transmit or post images, videos or audio recordings that they have taken of any person on school grounds on public and/or social networking sites.
- The responsibility to keep a student's personally owned device secure rests with the individual owner. Region 10 is not liable for any device that is lost, stolen or damaged on campus.
- Personally owned devices must not be left on campus before or after school hours.
- Personally owned devices brought to school may be subject to investigation in accordance with the District's search and seizure policy.

Role of Staff

All staff members working with students are responsible for implementing guidelines by informing students, modeling guidelines, providing a supervised setting for use of resources, and by also reminding students about the guidelines.

The administration is responsible for informing staff, students and parents/guardians on an annual basis about the Responsible Use Policy Agreement. Information on guidelines will also be included in staff and student handbooks.

Role of Parents and Guardians

Parents and guardians are encouraged to discuss responsible use with the children in order to help create a safe, appropriate, and productive learning environment. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personally owned devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers' suggestions. Parents and guardians are responsible for ensuring the general security of and providing the technical support for personally owned devices.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Guidelines for the Regional School District #10 Website

(Website refers to all official pages published by the District and its schools at www.region10ct.org).

A. Purposes of the site

1. The site exists to convey information about the District and its individual schools. Internal audience will include staff and students while external audience will include parents, community members, prospective employees, and anyone who has an interest in the Regional School District #10 Public Schools.
2. The site will foster communications not only by providing information but also by enabling others to contact the School District.
3. The site may also provide a forum through which we share with others the creative work of students and staff.
4. The site may also be utilized to identify or provide instructional resources, projects, and material for students and staff.

B. Standards

1. Subject matter will directly relate to the District and its schools.
2. Material published on the District web site should meet all other Responsible use procedures and guidelines that are relevant.
3. Material will be written in a clear style and be free of spelling or grammatical errors.
4. Layout will reflect a professional appearance and support efficient and effective use of the web page.
5. Graphics should enhance the information being published on the site. They should be of high quality and carefully placed. The time and technical capacity that will be needed for users to download graphics must be considered. Unnecessary graphics and animations that detract from the appearance and/or access of the site should be avoided.
6. The site can include links to other web sites. However, these sites must adhere to the relevant Responsible use procedures and guidelines.
All links should be regularly checked by the creators of pages to ensure that they are active and that they still meet guidelines. There should not be links to staff and student homepages that are of a personal nature.
7. Advertising on District web pages is not Responsible.

8. Out-of-date information should be removed in a timely manner by the creator of the specific web page.

C. Copyright

The web site must show respect for the intellectual property rights of others and adhere to all relevant copyright legislation. What may be considered fair use of materials within a single classroom for educational purposes does not typically apply to web pages because the latter is considered a “public performance.” Web pages must therefore adhere to copyright restrictions.

Staff and students should assume that art, photos, and text are copyrighted unless there is a clear statement that they are in the public domain, free, or that they are available from the legal owner of a software program for use on a web page. This includes the material of others that is found on other web sites. Permission must be sought to use materials and if granted, such permission should be clearly stated on the web page along with clear identification of the creator.

The main District web page will include a statement that the entire site, including work by students and staff, is copyrighted and cannot be reproduced without consent of the Regional School District #10.

D. Student Safeguards

1. The District may release the following information (“directory information”) on its web page: Personally identifiable student photographs and/or video, student name, school attended, participation in officially recognized activities and sports, degrees and awards, and depiction of student work. Other student data will not be included.
2. Parents will receive an annual notice in student handbooks and have the opportunity to object to the release of some or all of the directory items that are listed in #1.

E. Management and security of the web site

1. The Superintendent of Schools will appoint one staff member as the District Webmaster who will coordinate the site and monitor all web pages to ensure that procedures and guidelines are being met.
2. Other staff members are encouraged to sponsor or publish pages on the District web site for a specific class, group, activity, or other school-related purpose. Student work may be included on such pages after evaluation by staff. All pages must adhere to Responsible use procedures and guidelines.
3. Access rights and passwords to upload pages will be coordinated by the District Webmaster. Passwords will be kept secure and not shared with unauthorized individuals.
4. Web pages will be approved by the appropriate administrators or their representative.

5. There will only be one official District web site for the Regional School District #10 Schools. No other site(s) are considered to be the approved or official web-based communication from the Regional School District #10 Schools.
6. The only material posted on the District web site will come from authorized individuals who have created pages under the auspices of these procedures and guidelines and in coordination with the District Webmaster.

Users

Students, teachers, and other staff members from the Regional School District #10 Schools will be potential users of the Internet and related electronic learning resources provided by the Board. User levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources.

User Levels

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| Level I | Students in kindergarten through and including grade 3 will use the Internet with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student's monitor. |
| Level II | Students in grades 4 and 5 may access specific web addresses and e-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send e-mail with direct supervision of a teacher or paraprofessional. |
| Level III | Students and parents of students will be asked to read the Responsible Use Policy Agreement and sign an agreement concerning Internet use either in grade 6 or when the student enters the school system. This agreement will be binding for the entire time the student is in Regional School District #10. Students in Grades 6 through 12 will be on a continuum toward being independent users of the Internet and other information technologies. A teacher or paraprofessional may not always be in the same part of the room as the student user. Each year the Responsible Use Policy Agreement will be presented in the student handbook. |
| Level IV | The K-12 staff and other authorized adult users will be independent users with full responsibility for their actions in accordance with the Responsible Use Policy Agreement procedures and guidelines and Notice Regarding Electronic Monitoring. |

Revision of Responsible Use Procedures and Guidelines

These administrative procedures guidelines will be evaluated and updated as needed in response to emerging technology and its application in Regional School District #10.

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.

Acknowledgement

Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations. Parents and guardians must also acknowledge in writing their understanding and agreement with the Responsible Use Policy Agreement. All users are responsible for following the Responsible use guidelines during all times in which they use the technology resources of the District (including wireless access for personally owned devices).

**Region 10 Public Schools
Internet Filtering Override Request**

Staff member (Please print)

School

- Please create an authorized Internet filtering override username and password for indicated staff member. The override will allow this individual unfiltered access to the Internet for a maximum of 60 minutes per activation.
- E-mail notification can be sent each time the override is activated. Notification messages contain the account username and the time of activation. They do not list sites visited while the override is enabled.
- Please provide access to the following URL's:

Please state the reason for override.

Have you viewed the sites?

For which grade level do you feel the sites are appropriate?

Staff member's signature and date

Staff member's e-mail address

Building administrator signature & date