

DPS EMPOWERED DIGITAL USE POLICY

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the District network is a privilege and when using them in accordance with School District Guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with the purposes and mission of the Duxbury Public Schools, as well as with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by District administration together with students and staff and shall provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology.

The district's specific approved policies and procedures are found in the DPS Empowered Digital Use Policy to be provided to all students and staff via handbooks and annual training procedures.

DPS Empowered Digital Use Policy
For DPS Staff, Students and Guest Network Users

The School Committee recognizes the need for students to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. Our Empowered Digital Use Policy is for all users of the Duxbury Public Schools (DPS) network, including staff, students and guest network users.

This policy is 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. DPS 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 any use of network resources. DPS 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. To keep students safe and comply with CIPA, the Empowered Digital Use Policy is put in place to accommodate for the many educational and global changes to date.

The following is a statement of rules and guidelines for the empowered use of network and electronic resources for all members of the DPS community, including staff, students, and guests. These are provided to help understand what is acceptable technology use. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the DPS community will be held accountable. The intent of this policy is to ensure that the DPS community utilizes this access in a responsible manner consistent with the purpose of providing these services.

DPS uses dynamic content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. DPS realizes this fact and takes every effort to monitor online activity.

DPS believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages.

Users (staff, students and guests) who use the computer network must abide by the terms of this Empowered Digital Use Policy. Any user who violates this policy will be subject to a disciplinary action in accordance with the applicable disciplinary procedures.

The use of the network must be consistent with, and directly related to, the educational objectives of DPS.

Student Safety. Do not send any message that includes personal or identifying information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet).

Extended Safety K-5. In accordance with Internet search guidelines, teachers of students in grades K-5 will provide access to Internet resources as appropriate for the age of the child.

Password Protection. Passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal another person's password, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator, who in turn will notify the Network Administrator or the Technology Director. As passwords are easily hacked, users should establish strong passwords such as passwords that consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy. Students, staff and guests need to know that all files, including emails, texts, photos and videos, stored on school computers and on cloud-based accounts, such as Google Drive, Evernote, and Dropbox, are not private. Network and Internet access is provided as a tool for educational purposes only. 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, including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal law requires that all email sent and received be stored for a period of "seven years."

Online Etiquette. Users are expected to follow the guidelines for acceptable behavior found within the school handbook. Users must use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Users may not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. DPS does not discriminate on the basis of race, religion, color, national basis, sex, sexual orientation, disability, gender identity or age in its employment, programs, and activities.

Duxbury Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the District's Bullying Prevention policy.

Messaging. Teachers may incorporate various forms of online collaboration for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this Empowered Digital Use Policy.

Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications. Students are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

District-owned Network and Computing Equipment.

Users of the DPS network and computing equipment will:

- Access email distribution lists only with prior permission and only for appropriate educational use.
- Refrain from mass messaging or mass email distribution.
- Seek, access or download only materials that are relevant to assignments or coursework.
- Use the computer network only for schoolwork. Chat rooms and games may only be used for educationally appropriate schoolwork as directed by teachers.
- Access only programs and applications appropriate for schoolwork and do not override any firewall/web filtering established on the network.
- Be responsible for maintaining a 100% working computer with only the applications installed by the District.
- Keep individual data and the District's data safe by keeping passwords private, logging out, and not altering data or installing unauthorized software or games.
- Accept full responsibility for legal fees and liability for their misuse of the District's network and/or computing equipment.

DPS assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.
- Users' inappropriate use of electronic resources or violations of copyright restrictions.
- Cost, liability or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate or that make the user feel uncomfortable while using the DPS network, the user should refrain from downloading/sharing that material and immediately report the discovery to her/his teacher or other staff member.

Individuals shall be responsible for the cost of repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all users of District network and electronic resources must adhere to the copyright laws of the United States, including P.L. 94-553, and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All users should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities. Use of the network for any illegal activities is prohibited. The list of activities described below is not meant to be comprehensive due to the ever-changing nature of technology. The Duxbury Public School District reserves the right to make judgements both as to what constitutes inappropriate behavior and the consequences that apply. Illegal activities include, but are not limited to:

- (a) Tampering with computer hardware, software, and/or the network system (Internet, intranet, example DDoS attacks);
- (b) Harassing, insulting or attacking others (including all acts of cyberbullying);
- (c) Violating copyright laws;
- (d) Using passwords without permission or seeking to obtain passwords with malicious intent,
- (e) Installing software, or freeware without teacher or principal permission and installation by District technology personnel;
- (f) Unauthorized entry into computers, networks (Internet, intranet), and files (hacking);
- (g) Knowledgeable vandalism, or destruction of equipment and/or network;
- (h) Deletion of computer files belonging to someone other than oneself;
- (i) Uploading or creating of computer viruses;
- (j) Distribution or display of obscene or pornographic materials;
- (k) Sexting (the act of sending sexual text messages, nude, or semi-nude photos, explicit videos, etc. See DMS & DHS Handbooks for more specific information), which is considered a crime under state and federal law; and

(l) Employing the DPS network for commercial purposes, financial gain or fraud. Use of the DPS network (Internet, intranet) and computing devices are for educational purposes only.

Penalties: Violation of any terms set forth in this policy may result in the loss of DPS computer network privileges, disciplinary action, and/or appropriate legal action. 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 or disrupt the DPS network (Internet, intranet) or security system. Financial and legal consequences of such actions are the responsibility of the user and, for any user that has not reached the age of majority, the user's parent or guardian. For knowledgeable vandalism or intentional damages, repair costs may be assessed by the district.

TERMS OF AGREEMENT

The Duxbury Public Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, or dismissal (staff) for violations of this Policy. Disciplinary action will be handled in accordance with the applicable provisions of the student handbooks, employee contract, and/or the principal's or superintendent's discretion. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Duxbury Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The District and its representatives are not responsible for the actions of the users or the information they access.

Approved August 2021 Duxbury School Committee