

## **Student Technology Responsible Use Policy**

By using the Westborough Public School district technology resources students are agreeing to abide by the terms and conditions of this policy.

The Westborough Public Schools (WPS) provides employees and students with access to the district-wide school network, which also serves as our gateway to the Internet, and school issued technology. The network has been developed for educational purposes. It is intended to assist in preparing students for success in life in the 21st century by providing access to a wide range of information resources and the ability to communicate with people throughout the world.

The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy, including circumventing firewalls, filters, or access controls and/or accessing forbidden or inappropriate material.

The WPS utilizes and maintains a CIPA compliant content filter to reduce the risk of inadvertent exposure while recognizing that it will never provide assurance of complete filtering.

To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Responsible Use:**

- I will use the Internet, network, and school devices for educationally relevant purposes.
- I will only use websites, apps and programs that are appropriate for students at my age level.
- I understand that my teachers will determine the specific manner in which I will be using my device including frequency, tasks and activities.
- I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet or make unauthorized copies of digital media.
- I will not use communication tools (e.g., e-mail, chat rooms, instant messaging, Facetime, Skype, Snapchat, etc) without teacher and parent consent.
- I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.

### **Privileges:**

- Using computers and the Internet at school and home is a privilege, and my teacher and the principal make the decision whether and when I may use it or not. If my behavior online is inappropriate, I may lose this privilege.

### **Manners and Respect:**

- I will coordinate with teachers and/or librarians any large scale downloading and printing to prevent network slowdown and conserve resources.
- I will respect all school hardware and never load software, including apps, without being directed to do so nor will I intentionally damage any equipment.
- I will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers. This includes personal social media accessed on school issued devices.
- I will not share my personal account information with anyone, use an account assigned to another user or leave the account open or unattended. I will not trespass, delete or tamper with anyone else's files, folders, applications, or work.
- I will not send or read e-mails, access personal accounts or games at inappropriate times, such as during class instruction.
- I will not promote cheating in any way.
- I will not use my device to record audio or video unless my teacher has given me specific direction to do so.

### **Roles and Responsibility:**

- I will bring my device to school every day.
- I will be responsible for having my device's battery charged and working.
- I understand that there will be consequences administered by the teacher and/or principal if I do not bring my charged device to class or if I violate any of the Responsible Use Policy rules.

### **Uses for Student E-mail:**

E-mail can be a powerful communication tool for students to increase communication and

collaboration.

- Students are encouraged to check their school Gmail accounts at least once per day.
- Teachers may send e-mail to their students to communicate reminders, course content, and pose questions related to class work.
- Students may send e-mail to their teachers with questions or comments regarding class.
- Students may send e-mail to other students to collaborate on group projects and assist with school classes.
- I will promptly inform a trusted adult, parent, teacher, counselor, if any messages I receive are inappropriate.
- I will only use e-mail for school-related communication.

### **Monitoring Use and Expectation of Privacy**

District owned devices that are issued to students are not considered personal (private) items, unlike a student cell phone. There will be no expectation of privacy on any district owned device.

At any time and without prior notice, WPS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage.

The district reserves the right to temporarily block any device suspected of interfering with the proper operation of the network, school, or district or of posing an immediate risk to people or property until it can be demonstrated that the issue has been resolved.

### **Parent/Guardian Responsibility:**

Parents/Guardians are encouraged to monitor their children's computer, e.g. internet and social media, usage at home. When school issued device is used at home it is recommended that it is used in a central location where supervision can be maintained. Please contact your child's teacher or principal if any questions arise.

The student/family is responsible for the safety and condition of any district devices designated for their use.

Violation of this policy could result in the revocation of all network access, detention or suspension from school, legal action by the authorities and/or other consequences as deemed necessary by the administration.

**Liability**

Liability: The Westborough Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Westborough Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks. The Westborough Public Schools shall not be liable for any damage to or loss of personally owned equipment or data.