

COLCHESTER SCHOOL DISTRICT

POLICY: ACCEPTABLE AND RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE (AUP)

DATE ADOPTED: April 4, 2017

I. PURPOSE

The Colchester School District (“District”) recognizes that information technology resources (IT) are integral to educating today’s children for success in the global community. The School Board fully supports access to these electronic resources by students and staff. The purpose of this policy is to:

- A.** Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
- B.** Ensure the District takes appropriate measures to maintain the safety of everyone who accesses the District’s information technology resources.
- C.** Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other IT resources by school district.

II. DEFINITION

A. Information Technology Resources (IT) means:

- 1.** IT devices owned or leased by the District (such as computers, computer hardware and software, cell phones and laptops);
- 2.** The Internet, e-mail, electronic and social media, and other network resources, including the District’s electronic storage, including but not limited to student data and student documents maintained by the District, that is accessed using the District’s IT on school property or remotely; and
- 3.** All electronically stored student information in the District’s electronic files, regardless of how accessed.

III. POLICY STATEMENT

It is the policy of the District to provide students and staff access to a multitude of IT resources, including district email accounts, Internet access and resources. IT resources provide opportunities to enhance learning and improve communication within our

Last Adopted: March 19, 2013
 Date Warned: March 17, 2017
 First Reading: March 21, 2017
 Second Reading: April 4, 2017

community and with the global community. Users are expected to access IT resources as learning tools. The use of District IT resources is a privilege, not a right. With the privilege of access comes the responsibility of all users to exercise responsible use of these resources.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.

IV. POLICY APPLICATION

This policy applies to all users. "Users" is defined to include anyone who accesses the District's IT resources, on-site and/or via a remote location, and anyone who uses the District's IT devices either on or off-site.

V. GENERAL PROCEDURES

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

- A. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 1. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
 2. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
 3. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
 4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
 5. **Protects Intellectual Property.** Users request to use the software and media others produce.
- B. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic

resources.

- C. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
- D. Methods to address the following:
 - 1. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - a. Lewd, vulgar, or profane
 - b. Threatening
 - c. Harassing or discriminatory
 - d. Bullying
 - e. Terroristic
 - a. Obscene or pornographic
 - 2. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 - 3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 - 4. Unauthorized disclosure, use, dissemination of personal information regarding minors.
 - 5. Restriction of minors’ access to materials harmful to them.
- E. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

VI. OWNERSHIP OF IT RESOURCES

The District’s IT resources are the property of the Colchester School District.

VII. EXPECTATION OF PRIVACY

Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District’s computers or other network resources, including personal files, images, and e-mails and other electronic communications.

VIII. COMPLIANCE WITH CIPA

In accordance with the Children's Internet Protection Act (CIPA), the District uses a filtering system to track and monitor all computer and Internet use on the District network. The system is designed to prevent access to material that is obscene, pornographic, or harmful as determined by school administrators. No filtering system is perfect, however. Due to the nature of the Internet and evolving technology, however, even with supervision of students the District cannot guarantee students will not reach an inappropriate site. It is the responsibility of all users to report any inappropriate sites to school officials to ensure that content is filtered appropriately. Providing access to electronic information does not imply an endorsement by the District of the content, nor does the District guarantee the appropriateness or accuracy of information received.

IX. IMPLEMENTING PROCEDURES/REGULATIONS

The Superintendent/his/her designee is responsible for establishing and updating from time to time procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include a description of the rules applying to all users of the District's IT resources, and a process for educating elementary and secondary students annually about Internet safety and responsible digital citizenship.

X. LIMITATION/DISCLAIMER OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through its IT systems will be error free or without defect. The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's IT resources network, including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the IT resources system including the Internet, or for financial obligations arising through their unauthorized use.

XI. ENFORCEMENT

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

The District shall cooperate to the extent legally required with local, state and federal officials in any investigation related to the misuse of the District's IT resources.