

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Introduction

This Technology Acceptable Use Policy for the Georgetown Public Schools (“GPS”) is enacted by the School Committee to provide the parents, students, and staff of the Georgetown School Community with a statement of purpose and explanation of the educational use of technology within the Georgetown learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure within Georgetown Public Schools. Students, parents/guardians, and staff members of GPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

Georgetown Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and life-long learning. Georgetown Public Schools 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. Technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of Georgetown Public Schools and the applicable laws, and this policy.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the Georgetown Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, robotics and all other 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“Information technology” is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.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.

Children’s Online Privacy Protection Act (COPPA) Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21,

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Uses for Student Gmail

Email can be a powerful communication tool for students to increase communication and collaboration. Students with email access are encouraged to check their email regularly. 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, sports, clubs, and activities.

Student G Suite Permissions

Georgetown Public Schools' G Suite system controls who email messages and documents can be sent/shared to and who they can be received from. GPS students grades K-8 cannot send or receive email and share documents from outside the Georgetown domain. GPS Students cannot send email or share documents to parent accounts or anyone outside of the Georgetown Public Schools domain. GPS students grades 9-12 may be granted access to sending, receiving, and sharing files outside the GPS google domain.

Student Emails to Staff

Students with email access are encouraged to email staff concerning school-related content and questions. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment. Students and staff are expected to respond in a timely manner to school-related emails.

General Email, Online Chat, and File Sharing Guidelines

Below is a general summary of guidelines related to email and any form of online chat or instant messages but is not limited to:

Email and online chat is to be used for school-related communication only.

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 classroom instruction.

Do not send email or instant messages to share test answers, encourage plagiarism, or promote cheating in any way.

Do not use the account of another person.

Do not airdrop a photo or video that is not intended for educational purposes during instructional time.

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Georgetown Public Schools administration is able to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations. Georgetown Public Schools administration reserves the right to modify implementation procedures and add to the above stated list at any time.

Photos and Videos

According to Mass. Gen. Laws ch. 272, § 99 wiretapping law often referred to is a "two-party consent" law. More accurately, Massachusetts makes it a crime to secretly record a conversation, whether the conversation is in-person or taking place by telephone or another medium.

Photos and videos should not be taken without the consent of all parties in the photo or video. Taking a photo or video of someone without their consent will result in disciplinary action including but not limited to detention or suspension. Photos and videos should also not be shared through but not limited to: social media, instant messages, and email. Students who share photos and videos will also be violated the Georgetown Public Schools Technology Acceptable Use Policy and subject to disciplinary action. The length of time for loss of technology privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, technology privileges can be removed for one academic year or more.

Georgetown Public Schools Student Self-Service App Store Setup

Georgetown Public School students will have access to Apps required by teachers for classroom use through the Self-Service App Store. Students K through 6 will be able to access the Self-Service App Store directly from their iPad. Students grades 7 through 12 will be to access the Self-Service App Store through their leased iPad. Students grades 7 through 12 will be given the opportunity to purchase the Self-Service App Store through their own iPad. The Self-Service App Store will provide students the rights to any paid for or free app.

Content Filtering

Georgetown Public Schools 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). Georgetown Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order to make the appropriate modification of the filtering profile. Georgetown Public Schools educates students about appropriate online behavior and digital citizenship, including interacting with other individuals on social networking Web sites and in chat rooms, and, cyber bullying awareness and response.

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Monitoring

Georgetown Public Schools 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 Georgetown Public Schools 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 Georgetown Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

Georgetown Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of Georgetown Public Schools.

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 Georgetown Public Schools Technology Acceptable 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 the Georgetown School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email sent within the GPS 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 identified as inappropriate will be reviewed by the school administration.

Use of Apple Classroom may be required by the teacher. Students are required to grant permission to the teacher for monitoring use only of a student's device while in the classroom setting.

User Access and Explanation of Guideline

Access to information technology through Georgetown Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the GPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Georgetown Public Schools Acceptable 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

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

infrastructure will be governed by the Georgetown Public Schools 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.

Georgetown Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices including but not limited to watches, iPads, 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.

This Technology Acceptable 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, Gmail, Calendar, Schoology, and Rediker (Parent/Student Access to Student Information System).

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 academic year or more.

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Georgetown Public Schools Limitations of Liability

Georgetown Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Georgetown Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. Georgetown Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

Georgetown Public Schools, 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.

Georgetown Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read the GPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Georgetown Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the Georgetown Public Schools network. Parents and guardians agree to reimburse Georgetown Public Schools for any expenses or damages incurred in the use of district owned devices such as iPads in 1:1 school deployments.

Modification

The Georgetown School Committee reserves the right to modify or change this policy and related implementation procedures at any time.

Georgetown Public Schools Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Student Expectations

I have read, understand, and will follow this Technology Acceptable 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 Georgetown Public Schools and that Georgetown Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent collaboration and consent working together is a crucial focus of Georgetown Public Schools. Through 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 the parent or guardian of this student, I have read the Georgetown Public Schools Technology Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Georgetown Public Schools 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 digital 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 Technology Acceptable Use Policy. I am aware that if my child breaches this agreement the consequences could include suspension of technology privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Georgetown Public Schools and that Georgetown Public Schools 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 within Georgetown Public Schools.

Parent/Guardian Statement for the use of Student Images

Georgetown Public Schools attempts to provide students with the best educational practices and resources. Georgetown schools 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, 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 Georgetown Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Georgetown Public Schools owns the photographs and video recordings and all rights to them.

Georgetown Public Schools 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

Parent or Guardian Initial below.

I have read and understand the GPS Technology AUP.

I have read and understand the GMHS iPad responsibilities.

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

Student Initial below.

I have read and understand the GPS Technology AUP.

I have read and understand the GMHS iPad responsibilities.

Georgetown Public Schools

Technology Acceptable Use Policy



51 North Street Georgetown, Massachusetts 01833
(978) 352-5777 <http://www.gssapp.org/GeorgetownPublicSchools/>

Penn Brook School believes that all students should have access to technology if they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to students offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all students.

Acceptable uses of technology are devoted to activities, which support teaching and learning. In order to keep the privilege of using school technology, I promise to follow these rules.

1. I promise to treat the computers, iPads, keyboards, robotics and equipment with respect and ask for help when I don't know what to do.
2. I promise to only work on the programs and web sites that my teacher has approved and only for schoolwork.
3. I promise to cite my sources.
4. I promise to tell my teacher if I read or see something on the computer that is inappropriate.
5. I promise never to use the computer to be hurtful to others. I will not view, send, or display inappropriate messages or pictures.
6. I promise to print only when my teacher tells me to.
7. I promise to only use my own files and allowed student folders on the server.
8. I promise to keep my password to myself and not try to get my friends' passwords.

I understand that if I break any of my promises, I risk losing the technology privileges.

Student Name (Print): _____

Classroom Teacher: _____ Date: _____

Parents: Please read, sign, and return this form.

I have read this Penn Brook Acceptable Use Agreement and have discussed it with my child:

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____