

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

Overview

The New Milford Public Schools Board of Education provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the school district network and on the Internet. Communication within the school district, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of District technology and information systems. Users include anyone authorized by the administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling and connections that provide access to resources, including the internet. District-owned technology devices must be used in accordance with this policy and its accompanying administrative regulations at all times. Personal devices must be used in accordance with this policy and its accompanying administrative regulations whenever the user is accessing the District's network or representing the District in communications. The District maintains content filtering devices and software programs that control access to internal network or internet resources and meet the federal standards established in the Children's Internet Protection Act. (CIPA) Such technology protection measures shall be in operation during any use of computers or other electronic devices with internet access. However, it is recognized that these measures alone are no guarantee that users will not be able to find internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of internet resources lies with the user.

Digital Citizen

A responsible digital citizen is one who:

- A. Respects one's self:
 - a. Users will select online names and logins that are appropriate and will consider the information and images that are posted online to ensure appropriateness. Users will not share login and password information.

- B. Respects others:
 - a. Users will refrain from using District network systems and social media to bully, tease, or harass other people. Users will communicate in a professional respectful manor with anyone engaged.

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- C. Protects one's self and others:
 - a. Users will follow protocols that will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- D. Respects authorship:
 - a. Users will properly reference or cite work, websites, books, media, etc., used in any student work.

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, and academically honest. Digital storage on District servers or on the cloud as well as technology devices used for any purpose will be treated as extensions of the District's technology. The Superintendent, or his or her designee, may review files and communications including electronic mail to ensure that users are using the system in accordance with District policy and/or applicable legal requirements. Users should not have any expectation of privacy in files stored electronically. Electronic files, data and communications stored or disseminated through the District's technology may be subject to disclosure pursuant to the Freedom of Information Act.

Users may not access the District's internal networks or District maintained internet resources without prior written authorization and are expected to comply with the following rules of network etiquette and citizenship, including but not limited to:

- A. Use of the New Milford Public Schools network, technology devices, the student and parent portal, and social media must be consistent with the District's educational objectives and curriculum.
- B. Transmission or storage of material, information, data or files in violation of any local, federal, or state law is prohibited.
- C. Intentional or unintentional use of District resources to access or process, proxy sites, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications or explicit text or files or files dangerous to the integrity of the network is strictly prohibited.
- D. Cyberbullying is prohibited at all times, whether in District or out of District, on any device using any connection.

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- E. Software, applications, and media may not be installed, downloaded or uploaded without having an approved Software Form from the Building Principal, Assistant Superintendent and Director of Technology.
- F. Use of the District network for personal commercial activities, product advertisement, religious or political campaigning, lobbying, or unapproved solicitation is prohibited.
- G. Accessing unauthorized chat rooms or instant messaging using the District's network is prohibited.
- H. Bypassing the District's content filter is strictly prohibited.
- I. Users may not share their passwords and are expected to maintain their passwords privately and securely.
- J. Users shall not vandalize, or intentionally or unintentionally damage, disable, disrupt or degrade the District's technology systems or network and may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.
- K. Files stored on District-managed or cloud networks are the property of the District and may be inspected at any time.
- L. Materials published electronically must be for educational or District purposes. Administrators may monitor these materials to ensure compliance with content standards.
- M. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.
- N. Users shall not "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.
- O. Users shall not violate copyright or otherwise use the intellectual property of another individual or organization without permission.

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- P. Users shall not 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).
- Q. Users shall not maliciously send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information.

Procedures for Use

- A. Students shall receive education about the following:
 - a. Safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
 - b. The dangers inherent in online disclosure of personally identifiable information; and
 - c. The consequences of unauthorized access including but not limited to hacking, cyber-bullying, and other unlawful or inappropriate activities online.
- B. All student users and their parents/guardians shall be required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and any administrative procedures and guidelines. If the agreement is not signed, District network privileges will not be given.
- C. All student users and their parents/guardians shall be required to sign a written agreement setting forth rules for the use of loaned District technology devices (i.e. Chromebooks) and conditions for reimbursement for lost or damaged devices prior to being loaned a District technology device or devices.
- D. Students shall not (1) access or use another person's account without written permission; (2) share their password with anyone else or engage in activities that would reveal anyone's password; (3) allow others to access a computer that the user is logged on to; or (4) ever sign in, or attempt to sign in, as another person.

Violations and Sanctions

Accessing the internet or District network and utilizing District technology devices is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation of all network access and disciplinary and/or legal action. Inappropriate material is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if

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the school or District administrator determines that a user has used the internet or District network in an inappropriate or unacceptable manner.

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the District's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons explain why users should have no expectation of privacy:

- A. The District may have a duty under federal or state law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the District's computer resources and the internet at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.
- B. Computer resources are owned, controlled, and maintained by the District. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.
- C. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.
- D. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The District has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.
- E. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or

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profit, or for entertainment, is strictly prohibited. Solicitation of non-District events or functions will not be tolerated. Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

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.

Board Liability

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the internet access it is providing.

The Board is not responsible, and shall not be liable, for:

- A. Damage resulting from unauthorized or inappropriate District network or social media activity;
- B. Use of information obtained via the internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;
- C. The accuracy or quality of information obtained through the internet;
- D. Unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- E. Issues or damage caused by the connection of personal devices to the District's network or improper use of the District's network or equipment; or
- F. Personally owned devices that are damaged, lost, or stolen.

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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.

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.

The administration may issue regulations and guidelines in connection with this policy.

Legal References:

20 U.S.C. 6777 Internet Safety (Children’s Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.F.R. 54.520, “Children’s Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries.”

Conn. Gen. Stat. § 31-48d -- Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

Conn. Gen. Stat. § 10-221 – Boards of education to prescribe rules, policies and procedures.

Conn. Gen. Stat. § 10-228 – Free textbooks, supplies, material and equipment.

Policy adopted: February 12, 2013
Policy revised: July 18, 2017
Policy revised: August 18, 2020

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Responsible Use Policy Agreement

New Milford Public Schools

What is the Responsible Use Policy Agreement?

The Responsible Use Policy – Board Policy # 6141.321 -- was adopted by New Milford Public Schools Board of Education in 2017. The Responsible Use Policy (RUP) outlines the Board's specific expectations for students' use of the school system's electronic information resources, including the school system's technology devices, computer networks and the internet.

The RUP requires the execution of the Responsible Use Policy Agreement which one parent (or legal guardian) and all students in grades first through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades first through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the internet. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in grade K, and we add more complex dimensions as students' progress through the school system.

Student Consent Form

As a user of the New Milford Public Schools' electronic information resources, technology devices and computer networks, I have read, understand and will abide by the Responsible Use Agreement which implements the Responsible Use Policy. I understand that my signature and the signature of one of my parents or legal guardians are preconditions to my accessing and using the District's electronic information resources. I also specifically agree to the following:

1. I will use digital technology resources only for educational and research purposes that are consistent with the educational objectives of my teachers and the Board of Education.

2. I will use digital resources in a responsible, ethical and legal manner at all times. I will not intentionally do anything to another users' work on the resources.
3. I will not plagiarize. I will give appropriate citations to an author or resource as the source of information I find.
4. I will use digital technology resources as directed by a teacher or staff member.
5. I will be considerate of other users and data privacy when using District resources. I will be polite and use appropriate language at all times. My log-in and password will be kept private and not shared with other users.
6. I will send and receive electronic mail (email) appropriately for educational purposes. I will report any inappropriate email messages or any misuses of email immediately.
7. I will not give out any personal information regarding myself or anyone else in the district while using email.
8. I will never intentionally damage, degrade or disrupt the electronic information resources, including computer services or computer equipment. I will not tamper with computer hardware or software, vandalize or change data in any way, intentionally introduce computer viruses, attempt to gain access to restricted or unauthorized networks or network services or violate copyright laws. I understand that such activity may be a crime.
9. I will handle District technology devices (i.e. Chromebooks, power-cords, tablets, etc.) with the utmost care and attentiveness. I understand that such devices are the District's property.
10. I will use the District's various student classroom, grading and other online portals for educational requirements only and will use appropriate language at all times.
11. If I do not follow the rules outlined in this Agreement and in the Responsible Use Policy, I know that I may lose my privilege to use the District's electronic information resources. I also know that I may be disciplined for not following the rules and that my parents/guardians and I may have to pay for any damage to technology devices or other electronic equipment that I cause because of my intentional or unintentional use of these resources.
12. I am aware that some violations of the Responsible Use Policy may also be violations of local, state and federal laws and regulations and that I may be prosecuted for violating those laws.

Student Name: _____

Signed: _____ Date: _____

(Student)

Parent/Guardian Consent Form
Responsible Use Policy Agreement
New Milford Public Schools

I give the New Milford Board of Education permission to allow my child to access and use the District's electronic information resources including technology devices for educational purposes. I understand that when using a resource such as the internet, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the District will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the District's electronic information resources.

My child and I have read the Board's Responsible Use Policy and this Responsible Use Policy Agreement for grades one through twelve, and we have discussed the Policy and this Agreement. I understand that my child, in addition, will receive several lessons from the school librarian and classroom teacher about the Responsible Use Policy and the Responsible Use Policy Agreement.

I understand, and have explained to my child, that he or she may lose his or her privilege to use these resources and may be disciplined if he or she does not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child and I may be held liable for costs incurred by my child's violation of the Policy and/or Agreement including any intentional or unintentional damage to District technology devices such as Chromebooks.

Student Name: _____

Signed: _____ Date: _____
(Parent or Guardian)

Parent/Guardian Printed Name: _____

I give permission to allow school personnel to take photos, and audio or video recordings of my child. These images or recordings, as well as student work, may be published in various locations, including school or District websites. I am aware that the District has no control over any subsequent use or publication of the images, recordings, or student work so published. I am also aware that third parties, such as media or other parents/guardians, may take images of my child in school or at school events, and in those instances, the District has no control over the use of those images once they are published.

Signed: _____ Date: _____
(Parent or Guardian)

New Milford Public Schools
Technology Devices Loan Agreement

The New Milford Board of Education believes that all learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. To this end, the Board is proud to offer students access to individually-assigned technology devices for academic purposes. Technology devices, such as Chromebooks, internet hotspot devices, tablets, power-cords, etc., may be used at school and at home consistent with the terms and conditions of this Agreement, the Board's Responsible Use Policy – Board Policy # 6141.321 – and the District's administrative regulations and procedures.

Access to District technology devices is a privilege and not a right. Accordingly, the Administration reserves the right to revoke a student's District technology device loan privileges if the terms of this Agreement and/or Board policies are not fully complied with.

By accepting possession of New Milford Public Schools' technology devices students agree to be bound by the following requirements, and parents/guardians agree to be financially responsible for the cost of repair or replacement of District technology devices in the event that their child's assigned technology device is lost, stolen or damaged whether intentionally or unintentionally.

SECURITY

1. I will know where my assigned technology devices are at all times.
2. I will never leave my assigned technology devices unattended.
3. I will secure my assigned technology devices when I am participating in PE by putting them in my locker or other secure location, unless instructed to bring a device to PE class by the teacher.
4. I will never loan my assigned technology devices to anyone.
5. I will, at all times, keep myself safe and will use my assigned technology devices only in areas where I can keep myself and my technology devices safe.

(Student and Parent/Guardian initial here) _____

CARE

6. I understand that certain technology devices may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
7. I will protect screens from scratches.
8. I will keep food and beverages away from my assigned technology devices since they may cause damage to them.
9. I will not mark, draw, write or place unapproved stickers on technology devices or their cases.

10. I will not disassemble or attempt any repairs on any part of any of my assigned technology devices since doing so may void a device's warranty.
11. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
12. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

(Student and Parent/Guardian initial here) _____

USAGE

13. I will follow the New Milford Board of Education's Responsible Use Policy (RUP) for use of NMPS' computers and network systems.
14. I will not reformat my assigned technology devices, tamper with their security settings, or change their operating systems.
15. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
16. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned technology devices.

(Student and Parent/Guardian initial here) _____

RESPONSIBILITY

17. I understand that my assigned technology devices are subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that these technology devices remain the property of NMPS.
18. I agree to return my assigned technology devices, related accessories and device cases in good working condition (with the exception of normal wear and tear) immediately upon request by NMPS.
19. I will return my assigned technology devices to my school administrator (or designee) upon request. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return my assigned technology devices and accessories on the date of termination to the school's administrator.

(Student and Parent/Guardian initial here) _____

I have read and agree to comply with these requirements and all New Milford Board of Education policies and regulations including the Board's Responsible Use Policy and accompanying administrative regulations. I agree to accept financial responsibility for damage to or loss of the technology devices indicated below while assigned to my child. I understand that this means that if one of my child's assigned technology devices is lost, damaged or stolen, I will be responsible for repair or replacement costs. In the event this occurs I will remit payment to the District as directed by the administration. I further understand that if a technology device is damaged or returned the timeliness of a replacement will be based on current NMPS' replacement inventory.

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ Date: _____

Student School: _____

Student ID Number: _____

Assigned Device # 1: _____

Assigned Device # 2: _____

Assigned Device # 3: _____

Assigned Device # 4: _____



New Milford Public Schools 2020-2021 Device Cost Schedule

Device/Part	Replacement Cost
Full Chromebook Replacement	\$250
Chromebook Screen Replacement	\$90
Chromebook Keyboard Replacement	\$65
Replacement Charger	\$40
Other	Based On Availability & Current Pricing

Revised 8-20-2020

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

**EMPLOYEE ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE**

I have read and agree to comply with the terms of the New Milford Board of Education's policy no. 4118.4 or 4218.4 governing the use of the District's computer resources by school personnel. I understand that a violation may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____ Date: _____

Print: _____

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

**NOTICE REGARDING ELECTRONIC MONITORING
of School District Personnel and Guest Users**

In accordance with Connecticut law, the New Milford Board of Education (“District”) hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the District may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

“Electronic monitoring”, means the collection of information on District premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems.

The law does not cover the collection of information for security purposes in any common areas of District premises which are open to the public, or which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the District in its workplaces:

- Monitoring of e-mail, internet usage and other components of the District’s computer resources for compliance with its policies, procedures and guidelines concerning use of such resources.
- Video and/or audio surveillance within the District’s facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of District’s telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the District may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that violates the law, violates the legal rights of the District or other employees, or creates a hostile work environment.

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION
New Milford, Connecticut**

**USER ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE**

I acknowledge receipt of the New Milford Board of Education's policy number 6141.321/4118.4/4218.4 governing the use of the District's computer resources. As a user of the Board's computer resources and internet access, I agree to read and comply with the terms of the District's acceptable use policy. I understand that a violation of this policy may result in disciplinary action, including possible termination, as well as civil or criminal liability. I also understand that I am responsible for financial obligations resulting from my unauthorized use of the computer resources, and that the District may revoke my access privileges at any time.

Signature: _____ Date: _____

Print: _____