

Section: Instruction

Subject: Acceptable Use of Computers and Technology (Students)

AR-6141.321

**Administrative Regulation
Milford Public Schools
Milford, CT**

The following regulations and expectations apply to all students enrolled in the Milford Public Schools. They are in support of Milford Board of Education policies:

- 6141.321 Acceptable Use of Computers and Technology (Students)
- 5132.82 Social Networking
- 5131.81 Use of Cellular Telephones and Other Electronic Devices
- 5131.911 Bullying Prevention and Intervention

District Technology

Students who use district technology must comply with the following regulations, as well as comply with any guidelines for use put forth by administrators:

1. Students' use of District technology including computers, networks, the Internet/Intranet, authorized social networking sites and all other District technologies must be in support of education and research consistent with the educational goals and objectives of the Milford Public Schools.
2. Students will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer.
3. Students must not commit acts of vandalism; they may not interfere with the performance of any district hardware or software or with the performance of the Internet/Intranet. This includes, but is not limited to, physical damage to District technology, entering closed areas of the network and introducing computer viruses.
4. Students will not destroy or interfere with the work or data of others.
5. Student will not use another person's login information or password at any time.
6. Students will not engage in commercial ventures, nor will they incur charges for services, products, or information without appropriate administrative permission.
7. Students will not reveal personal information about themselves or others including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number. Students will not misrepresent themselves by assuming someone else's identity, likeness or represent someone else's school work or educational material as their own. Students will not agree to meet with someone they have met online without their parent's approval and participation.
8. Students will report security problems to the supervising teacher or system administrator.
9. Students will not use tools, software, or hardware in an effort to bypass Internet filtering.
10. Students will promptly disclose to their teacher or other school employees any message or image they receive that is inappropriate or makes them feel uncomfortable.
11. Students will comply with all school rules, regulations, and District policies when using District technology. Students will receive instruction regarding safe and appropriate online behavior including but not limited to, the use of social networking sites, chat rooms and cyber bullying awareness and response.

Internet Safety

In accordance with the Children's Internet Protection Act, each district computer with internet access shall have a filtering device that blocks entry to websites and visual depictions that are obscene, pornographic, or harmful or inappropriate for students as determined by the Superintendent or his/her designee. The Superintendent, or his/her designee, may disable the use of such filtering devices for bona fide research or other lawful purpose. The Superintendent or his/her designee may edit or remove any material that it believes may be unlawful, obscene, indecent, abusive, or otherwise harmful to the school community.

The Superintendent or his/her designee is authorized to draft supplemental rules or guidelines to further guide students and those employees charged with educating students about appropriate and safe online behavior including, but not limited to, the use of social networking sites, chat rooms and education regarding cyber bullying awareness and response.

Student online activity occurring through use of District computers, technology or networks will be monitored and supervised by district teachers and other employees in the furtherance of promoting safe and appropriate student use of technology. Students who inadvertently access profane or obscene (pornography) or other inappropriate materials, should immediately disclose to school personnel the inadvertent access in a manner specified by their school.

DISCLAIMER OF LIABILITY FOR STUDENTS PERSONAL USE OF TECHNOLOGY and NETWORKS

While the Board is responsible for enforcing the operation of the technology protection measures during use of its computers, networks and other District technology, the Board expressly disclaims responsibility for imposing content filters, blocking lists, or monitoring of students' use of personal technology or social media. Students who use personal technology, personal networks, and social media in school shall abide by all rules, regulations and guidelines for such use. The Board strongly encourages students to use personal technology in a responsible, ethical and legal manner at all times and will promote such usage through regular student education about safe and appropriate online activity. Student users of personal technology and networks, however, assume all risks associated with that whether such use occurs on or off school grounds or during a school activity or event.

Student MPS E-Mails and Instant Messaging

Students who use District E-Mail and Instant Messaging must comply with the following regulations, as well as comply with any guidelines for use put forth by administrators:

1. Students will use e-mail and instant message accounts for educational and/or administrative purposes.
2. Students will use e-mail and instant messaging in a responsible, ethical and legal manner at all times and in accordance with all school rules, regulations, and District policies.
3. Students will not give out any personal information about themselves or anyone else. Personal information includes home and school addresses and home, cell and school phone numbers, as well as information related to personal choices and activities.
4. Students will not engage in dialogue with individuals they do not know, unless facilitated through a teacher as a class project. Students will not arrange through e-mail to meet individuals, minors or adults, they do not know. Students will notify a teacher or an administrator if they are contacted by anyone they do not know through e-mail.
5. Students will respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
6. Students will not use e-mail to disrupt the school environment; this includes, but is not limited to, harassing or bullying any individual or groups of individuals and using profane, lewd, inflammatory, threatening or disrespectful language.

7. Students will not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Students will not engage in bulk posting to individuals or groups to overload the system (i.e., "spamming") as it is prohibited, participate in chain letters, solicit students or staff for any reason including, but not limited to personal gain, commercial ventures, charitable donations or organizations and not engage in illegal activities including, but not limited to, pyramid schemes.
9. While e-mail will have basic password authentication, it is not confidential. Administration reserves the right to bypass individual passwords at any time to monitor e-mails as well as to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages or conduct internal investigations of wrongful acts.
10. In order to keep district electronic mail systems secure, students may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone.
11. The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reasons including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the student's absence.

District Approved and Supervised Social Networking

Students who use District approved and supervised Social Networking, including blogs and wikis, must comply with the following regulations, as well as comply with any guidelines for use put forth by administrators:

1. During the school day students will only engage in social networking sites that are District approved and District supervised.
2. Students will comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites.
3. Students will use appropriately respectful speech in their social media posts and will not use harassing, defamatory, abusive, discriminatory, threatening language, or other inappropriate communications including sexting or cyber bullying.
4. Students will not use social networking sites to disrupt the educational process.
5. Students will comply with all technology regulations including the confidentiality of student information.
6. Students will not use district-sponsored social media communications in a manner that misrepresents personal views as those of a classmate, individual District employee, a school or the District, or in a manner that could be construed as such.
7. All district sponsored social networking sites will be treated as classroom spaces and be created and maintained in accordance with all school rules and Board of Education policies.
8. Milford Public Schools reserves the right to monitor all District sponsored social networking activity; a student should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.
9. If a student wishes to use a social media site, such as Facebook, to extend a classroom learning experience or to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club, a school-based activity, organization, or sports team, the student must also comply with the following rules:
 - First, obtain permission from their teacher and building principal permission must be documented.
 - The student must set up the page, site, etc., as a group list which will be closed and moderated.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the teacher (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the student or teacher invites them and allows them to join.
 - Parents shall be permitted to access and join any site that their child has been invited to join.

- Access to the site may only be permitted for educational purposes related to the class, club, activity, organization or team.
- The teacher of the student responsible of the site will monitor it regularly.
- The teacher's supervisor shall be permitted access to any site established by the student at any time.
- After initial approval, social media sites will continue to be monitored for compliance. Individual offenders of school or District rules, regulations or policies may be denied participation in the group. Participation in the group is a privilege, not a right. Permission for use of social media may be revoked by school administration at any time for any reason. Guests will be held to the same standards of use, and any failure to abide by school or District rules, regulations or policies may result in a guest's privilege being revoked.

Students engaging in personal online social networking must be aware that:

1. Students and their parents/guardians should be aware of and adhere to all age requirements on social networking sites; they should not misrepresent their age to join a social networking site.
2. Unless given written consent, students may not use the Milford Public School's logo or trademarks on their personal posts; this extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
3. A student may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her instructor.
4. Students should not engage in cyber bullying of any kind.
5. Students should not post libelous statements that substantially and materially interfere with an employee's ability to fulfill his/her professional responsibility.
6. Students should be aware that they are individually responsible for their personal posts on social media. Students may be sued by employees, parents or others, and by any individual that views a student's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile environment. Students may also be subject to school discipline in accordance with Board policy and state law regulating student conduct both on and off school grounds.

Portable Network and Storage Devices

Students who introduce personal network and storage devices to the District Network must comply with the following regulations, as well as comply with any guidelines, and/or requirements for use put forth by administrators:

1. Students may introduce portable network and storage devices to the network including, but not limited to, wireless tablets and personal laptops.
2. Students will abide by all terms of the policies and regulations governing acceptable computer network use.
3. Students will follow their classroom teacher's guidelines and school guidelines for appropriate use of portable network devices within the classroom.
4. High School Students may be allowed to use portable devices in designated areas of the school building and at designated times as determined by building administration.
5. Students may not use portable devices to disrupt the school environment; this includes, but is not limited to, harassing or cyber bullying any individual or groups of individuals as well as sexting and using profane, lewd, inflammatory, threatening or disrespectful language. Students will be educated regarding appropriate use.
6. Students may not use portable devices on District networks for operating a personal business, sending or receiving chain letters, images, or advertisements or for solicitation purposes.
7. The use of storage devices, i.e. thumb drives, is permissible by students for the transfer of school related work. All portable storage devices may be scanned for viruses before use.

8. Students are put on notice that a search by school administration or other school employees of a student's personal portable device is legally permissible when conducted in accordance with state and federal law where there is reasonable suspicion that a school rule, board policy or state or federal law has been violated. Such a search must be reasonable at inception and in scope; reasonableness is based upon the totality of circumstances of each individual case.
9. Students who are permitted to use portable network and storage devices at school for learning and school purposes are strictly prohibited from using such devices to access, store or create material that is obscene, pornographic or otherwise inappropriate for minors; a student who inadvertently accesses profane or obscene (pornography) or other inappropriate materials, should immediately close out of the site and disclose the inadvertent access in a manner specified by their school to avoid future occurrences. Students who violate these prohibitions may be subject to disciplinary action and/or revocation of technology privileges.
10. Before students will be permitted to use personal portable electronic devices in the classroom or other designed school areas, the students' parents must first be informed regarding such use. Students and parents will be educated annually, if not more frequently, regarding acceptable use of students' portable devices at school, the safe use of the internet, social networking sites, chat rooms, as well as cyber bullying education and will also be informed regarding all prerequisites for use of students' personal devices. Such requirements may include disclosure of information about students' data plans, updated virus protections, or other security measures to ensure that students' use will not corrupt school networks or otherwise create security breaches to the district's computer networks or to the information stored therein.
11. Students whose portable devices have operating systems compatible with school networks will be provided access to the district/school networks for use of their devices in an approved manner, in specified areas, at specified times and for school or learning purposes only. Those students introducing personal portable devices that do not have operating systems, but that have their own data plans, may also be permitted to use them in an approved manner, in specified areas and at specified times for school or learning purposes only. Students' use in either case will be subject to monitoring by school personnel for acceptable use.
12. In order to permissibly use personal portable devices in school, students will be required to obtain prior parental permission; consent is to be evidenced by a returned signed permission slip and/or where applicable, an electronic signature. Student and parent signatures will acknowledge agreement with all terms, conditions and rules for usage.
13. Milford Board of Education assumes no responsibilities for loss, damage or monetary charges incurred by students' in the use of students' personal portable devices or storage devices while at school.

Cellular Telephones and Other Electronic Devices

Students may have cellular telephones and other approved electronic devices within their possession at school. Cellular telephones and other electronic devices must be turned off and be out of sight during the school day. The exception is at the high school level, where students must comply with the following regulations, as well as comply with any guidelines for use put forth by administrators:

1. Students will only use cellular phones or approved electronic devices if authorized in a classroom or if authorized in a designated area of the building.
2. In using cellular phones or other electronic devices, students must adhere to all the regulations within this document including, but not limited to, stated prohibitions against cyber bullying and sexting. When usage is allowed, students shall use cellular phones and other electronic devices in a responsible, ethical and legal manner at all times and in accordance with all school rules, regulations and District policies. Students' use of cellular phones and other electronic devices is governed by District policy, and regulations and students who violate applicable policy, and regulations or school rules in the use this technology will be subject to disciplinary action in accordance with Student Codes of Conduct.
3. Students are put on notice that a search by school administration or other school employee of student cell phones or other electronic devices is permissible when conducted in accordance with state and federal law.

4. Students who are permitted to use cellular smart phones or other electronic devices at school for approved learning and school purposes as outlined above for “Portable Network and Storage Devices” are strictly prohibited from using such devices to access, create or store material that is obscene, pornographic or otherwise inappropriate for minors. Such use must be in accordance with all board policies, regulations, rules and guidelines for the use of technology in school.
5. Students may not employ the photographic, videographic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of the staff person, or under the supervision of a teacher or administrator. This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.

Cyber Bullying

Milford Public Schools forbids cyber bullying. Cyber bullying is the use of technology, including but not limited to computers, cell phones, or other technologies to bully others. Bullying is defined according to state law and the district Bullying Prevention and Intervention Policy and regulations. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, sexting, or terrorizing another person through e-mail, instant messages, text messages, digital pictures or images, Web site postings, including blogs or other social networking sites.

Students who engage in cyber bullying will be subject to consequences under the District’s Bullying Prevention and Intervention Policy, other District policies, including the District’s Student Code of Conduct. Students who engage in cyber bullying may be referred to the police if criminal activity is suspected.

Students who believe that they have been the victims of cyber bullying should not erase the offending material and should bring the offensive material to the attention of school personnel as soon as possible in accordance with the District’s Bullying Prevention and Intervention Policy and Regulations. The Administration will investigate and maintain all reports, including anonymous reports of cyber bullying, and take responsive action to verify acts of cyber bullying in accordance with the District’s Bullying Prevention and Intervention Policy and Regulations. Anonymous reports of cyber bullying shall be investigated, but no disciplinary action will be taken against an alleged cyber bully unless such anonymous complaint is further substantiated through investigation.

All allegations of cyber bullying, including those occurring off school grounds and/or accomplished by the use of an individual’s personal technology, will be investigated and responded to by school personnel in accordance with the District’s Bullying Prevention and Intervention Policy and its Regulations and state law.

District Responsibilities

The Milford Board of Education makes every attempt to keep student access to the Internet safe. Access to the Internet is provided through the Connecticut Education Network (CEN) and is filtered. Filtered means that all content available to all those using the District’s networks has been screened to eliminate content not deemed appropriate for a school environment. The filtering is accomplished with CEN as well as local filters. These filters are required by the Children’s Internet Protection Act and are a “best effort” attempt to keep our children safe. The Board recognizes that given the scope of the Internet, the filters may not restrict access to all controversial or potentially inappropriate material. The possibility of accessing such material does not mean that the Board endorses such content or consents to the accessing of such material. The Board is not responsible for Internet content which bypasses the filtering, or for Internet content accessed by students through personal networks while at school, school activities or functions. The Board disclaims all responsibility for student use of personal technology and personal networks at school.

The District makes no warranties of any kind, expressed or implied, that the functions or the services provided by or through the District networks will be error-free or without defect. The Board specifically denies any responsibility for the accuracy or quality of information obtained via the Internet. Users access the Internet at their own risk and are responsible for checking the accuracy and quality of information. All provisions of this policy are subordinate to local, state and federal statutes.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of these regulations and the accompanying related policies and for advising the Board of the need for any further amendments or revisions to policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school district's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

The District will not be responsible for any damages suffered by any user including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions.

The District will not be responsible for unauthorized financial obligations resulting from the use of or access to the District's computer network or the Internet.

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

Parental Notification and Responsibility

The District will notify parents about the District network and the policies governing technology in the schools. Parents must sign an agreement to allow their student to have use and have access to District computers, networks, the Internet and other District technology. Parents may request alternative computer activities for their children that do not require Internet access. A restricted use computer can be made available to network services without Internet access.

Where applicable, parents will be specifically advised and educated regarding the acceptable use of students' personal electronic devices such as tablets, smart phones and laptops in school and will be required to give their written permission before their student(s) will be permitted to introduce those in the school setting for approved purposes.

Parents have the right at any time to investigate the contents of their children's files. Parents have the right to request the termination of their children's individual account at any time.

Parents will be held financially responsible for any unauthorized costs incurred by their children in the use of District computers, networks or technologies, as well as monetary damages incurred by the District resulting from the loss of, damage to, or the improper or illegal use by their children of the District's computers, its networks or other District technologies.

Violation of Acceptable Use Policy and Regulations

The District will cooperate fully with local, state, or federal officials in any investigation concerning/relating to any illegal activities conducted through the District system. Students should have no expectation of privacy in use of District computers or networks, including the Internet or other District technologies.

Students who violate the regulations within this document, as well as the related policies, are subject to disciplinary action, as well as referral to the police where applicable. Disciplinary actions will be tailored to

meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of this policy may result in suspension or revocation of access privileges to the District computers, networks, the Internet or other District technology and/or disciplinary action up to and including suspension and expulsion according to the District's disciplinary codes.

In the event there is an allegation that a student has violated the District Acceptable Use Policy, related regulations or rules, the student will receive a written notice and an opportunity to be heard in the manner set forth in the District's disciplinary code.

Acceptable Use Agreement

To ensure that only authorized students who understand the bounds of permitted use will have access to the District technology, all users are required to sign an Acceptable Use of Computers and Technology Agreement form acknowledging that they have read these regulations and expectations in addition to the related policies and agree to abide by them. Copies of the policy and regulations and/or summaries of each may be found on the District's website, and/or in the District's Student Handbook.

The District's computer logon home page for students contains the text and/or a summary of the Acceptable Use Policy and regulations/Agreement Form. Students and parents are requested to acknowledge their receipt and acceptance of the policy/regulations on line. For those users who do not have access to a computer, hard copies of the Acceptable Use Policy and regulations, along with the Acceptable Use Agreement Form will be made available upon request of a parent or by request of a student who is 18 years of age or older.

All students without exception will be required to have in place a signed Acceptable Use Agreement before they are permitted access to District computers, networks, the Internet or other District technology and are permitted to use personal technology and/or personal networks at school in approved designated places and at designated times. Students and parents will be required to sign a new agreement at the beginning of each school year or whenever a new student enters the system. Both the student and his/her parent/guardian will sign this agreement. If the student is 18 or older, a parent/guardian signature is not required.

The content of the Acceptable Use Agreement may include a summary of Board policies and regulations related to use of District computers, networks and other technology and may be tailored to students' school level (elementary, middle and high) in order to improve student understanding.

Monitoring

All computers, including all hardware and software and all electronic files and communications stored on or transmitted by District technology are the property of the District. All files stored on District networks or on District technology remain the property of the District and no user shall have any expectation of privacy regarding such material.

The District reserves the right to review, store and disclose all information sent or received through or stored on District computers, networks, the Internet or other District technology for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in an employee's absence, and to monitor compliance with this policy. The Board may edit or remove any material that it believes may be unlawful, obscene, indecent, abusive or otherwise harmful to the school community.

Copyright and Plagiarism

District policies on copyright will govern the use of material accessed through the District system. Teachers will instruct students to respect copyright laws and to request permission for the use of copyrighted materials when appropriate.

District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

Board of Education Reviewed: January 9, 2012