FPS Information and Communication Technologies
Acceptable Use Guidelines and Agreement

6141.321AR

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

Scope:

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of technology resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using electronic media information resources.

To ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be periodically reviewed, updated and distributed.

In order to initiate and maintain access to technology resources, all users must submit a signed *Acceptable Use Agreement* (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

Digital Citizen:

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- *Respects One's Self.* Users will select online names that are appropriate and will carefully consider the information and images that are posted online.
- *Respects Others.* Users will refrain from using technologies to bully, tease or harass other people.
- *Protects One's Self and Others.* Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- *Respects Intellectual Property.* Users will suitably cite any and all use of websites, books, media, etc.
- *Protects Intellectual Property.* Users will request to use the software and media others produce.
- *Publishes Responsibly.* Users will adhere to the Districts Publishing Guidelines.

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Data Retention- Legal Discovery:

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

Publishing Guidelines:

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Expectations:

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity**,** are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes **whether district or personally owned**, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources.* Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

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- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

The district has an Innovative Learning initiative, which provides STEAM education and on some grade levels Chromebooks for take home use. Information is available on the FPS website about care and expectations of that device. In addition, the district supports "Bring Your Own Technology" ("BYOT"). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district's filtered Internet portal.

Policy Violations:

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, IPads etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, IPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

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By signing below, DISTRICT TECHNOLOGY RESOURCE users (employees, students, and their parent/guardian) agree to adhere to the following standards and expectations for conduct:

1. **Behave ethically and responsibly when using District Technology Resources.**

   a. Refrain from utilizing proxy gateways or similar technologies to bypass the technology monitoring and filtering.
   b. Handle technology resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized technology resources.
   c. Do not breach or disable network security mechanisms or compromise network stability or security in any way or download or modify computer software in violation of the district technology's licensure agreement(s) and/or without authorization from the Technology Department.

2. **Use District Technology Resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**

   a. Refrain from sending any form of communication that breaches the district technology's confidentiality requirements or the confidentiality of students.
   b. Refrain from sending any form of communication that harasses, threatens, bullies, or is discriminatory.
   c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
   d. Refrain from using social network tools for personal use.

3. **Respect the privacy of others and treat information created by others as the private property of the creator.**

   a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
   b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
   c. Protect the confidentiality and safety of others when sharing work and images. Share, post and publish only within the context of the district *Publishing Guidelines.*
   d. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.
   e. Users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

I have read, understand, and agree to abide by the terms of the Acceptable Use Guidelines, Board Policies 6141.321. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name: (print) _____   Date: _____

User's Signature: _____   Circle: **Staff**   **Student**

School/Location: _____   School Year: _____

For students: Parent/Guardian Signature: _____

Revised 8/01/2018