

**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.

**FPS Information and Communication Technologies
Acceptable Use Guidelines and Agreement**

6141.321AR

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:

**FPS Information and Communication Technologies
Acceptable Use Guidelines and Agreement**

6141.321AR

- 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 is establishing a "Bring Your Own Technology" program ("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.

**FPS Information and Communication Technologies
Acceptable Use Guidelines and Agreement**

6141.321AR

By signing below, DISTRICT TECHNOLOGY RESOURCE users (employees, students, and their parent/guardian) agree to always 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 3530, 4235, and 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: _____



Google Apps for Education Permission Form

Dear Parents/Guardians,

The Fairfield School District utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Fairfield School District's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Fairfield School District

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in the Fairfield School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Fairfield School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

- 1. Official Email Address.** All students will be assigned a username@fairfieldschools.net email account. This account will be considered the student's official FPS email address until such time as the student is no longer enrolled with the Fairfield School District.
- 2. Prohibited Conduct.** Please refer to the Board Policy and the acceptable use agreement http://cdn.fairfieldschools.org/parent-resources/registration/AUP-District-02_02_2017.pdf



3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Fairfield School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Fairfield School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Fairfield School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of district email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *username@fairfieldschools.net* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Fairfield School District

Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Connecticut law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Fairfield School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

____ **YES**, I give permission for my child to be assigned a full Fairfield School District Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

____ **NO**, I do not give permission for my child to be assigned a full Fairfield School District Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____

Student ID # : _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____



Microsoft 365 for Education Permission Form

Dear Parents/Guardians,

The Fairfield School District utilizes Microsoft 365 for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Microsoft as part of Fairfield School District's online presence in Microsoft 365 for Education:

Mail - an individual email account for school use managed by the Fairfield School District

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in the Fairfield School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Fairfield School District's presence in Microsoft 365 for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Microsoft 365 for Education by students:

1. **Official Email Address.** All students will be assigned a username@fildschools.org email account. This account will be considered the student's official FPS email address until such time as the student is no longer enrolled with the Fairfield School District.

2. **Prohibited Conduct.** Please refer to the Board Policy and the acceptable use agreement

http://cdn.fairfieldschools.org/parent-resources/registration/AUP-District-02_02_2017.pdf



3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Fairfield School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Fairfield School District cannot and does not guarantee the security of electronic files located on Microsoft systems. Although Microsoft does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Fairfield School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of district email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *username@ffldschoools.org* Microsoft systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Fairfield School District

Microsoft 365 for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Connecticut law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Microsoft 365 for Education may be accessible to someone other than my student and the Fairfield School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Microsoft.

I understand that by participating in Microsoft 365 for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Microsoft 365 for Education (<https://www.microsoft.com/online/legal/v2/?docid=43>) I understand that I may ask for my child's account to be removed at any time.

____ **YES**, I give permission for my child to be assigned a full Fairfield School District Microsoft 365 for Education account. This means my child will receive an email account, access to Microsoft Docs, Calendar, and Sites.

____ **NO**, I do not give permission for my child to be assigned a full Fairfield School District Microsoft 365 for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____

Student ID # : _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____



Dear Parent or Guardian,

The goal of the Fairfield Public Schools is to ensure that every child will achieve to the best of his or her personal and academic ability. The Fairfield Public Schools value academic integrity as the cornerstone of promoting the academic, social, and ethical development of our students. To that end, all Fairfield Public School students must practice honesty and integrity by not participating in or encouraging plagiarism or misrepresentation of original work.

To ensure that students abide by these requirements, and to educate our students about the importance of academic integrity, many of the academic departments at our high schools utilize the services of Turnitin. Turnitin.com is a secure, web based service that, according to the Turnitin website, "allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases." The service identifies similarities among existing sources and/or other student work. In turn, Turnitin also protects the academic integrity of all students.

Students who submit their work to Turnitin.com retain the copyright to the work they have created.

Turnitin offers additional services that our teachers use for teaching and learning. Teachers can provide online, timely feedback on student writing, align student writing to rubrics, organize writing into an online folder, and allow for online discussion about student writing, all within a safe and secure browser.

More than 3500 higher education institutions use Turnitin services. By using Turnitin during high school, Fairfield Public School students will be prepared for the experiences and expectations of college.

Turnitin.com's user agreement requires parental permission for students from the ages of 14 to 17 to use their services. Therefore, we are asking all parents and guardians to review this agreement regardless of whether their child currently has a Turnitin account or is creating an account for the first time.

If you have checked the box on the online registration portal, or through the demographic update portal there is no need to sign this form as your electronic signature has been applied.

Student Name: _____ **Grade:** _____

☐ Yes, I have reviewed my child's account, or I have created a new Turnitin account for my child, and by doing so, I provide permission for my child to use Turnitin services.

☐ No, I do not provide permission for my child to use Turnitin services.

Parent Name: _____

Parent Signature: _____

Date: _____

Once signed, this agreement will apply to all subsequent years unless the agreement is withdrawn in writing by the parent/guardian

Instructions for New Users to TurnItin.com

- 1) Go to **Turnitin.com**
- 2) In the upper right corner (next to the button that requests Log In) there is a link **Create Account**, click it
- 3) Scroll down to the area of the page labeled, "Create New Account"

Select **student**

- 4) Class ID information:

Class ID: 8765504

Class enrollment password: Fairfield

- 5) User Information that needs to be entered.

- **First Name**
- **Last Name**
- **Valid Email Address**

- 6) Password and Security – this password is your **personal password**. It is **CASE SENSITIVE** and **MUST** have at **least 1 number**.

- a) Enter and confirm personal password – **do not lose this, teachers will not know personal password and recovery is difficult**

- 7) Secret Question - Please select a question from the options listed (this is an added security measure if you forget your password)

Enter answer to security question – This is also **CASE SENSITIVE**

- 8) **User Agreement**

Please read this carefully and review with student what it means. Click agree button (lower left) to accept user agreement and create profile

By clicking agree, the homepage for the user will appear with school wide class called FLHS Master Class. This is the final step in the initial enrollment process and nothing further needs to be done at this time.