

Instruction

Staff and Student Responsible and Acceptable Use Policy for Instructional Technology

The Portland Public School District is committed to using technology consistently, responsibly, and effectively for teaching and learning, collaboration, communication, and productivity. The Portland Board of Education provides a technological infrastructure which includes access to hardware, software and the Internet as a means of promoting educational excellence through accessibility, innovation, and communication. The term “technological infrastructure” encompasses all Portland Public School District hardware, software, data, computing devices, storage media, servers, printers, access to the Internet and other internal and external networks and peripherals.

It is the understanding that all who utilize the Portland Public School District’s technological infrastructure will:

- Fully support the goals of the Portland Public School District in using technology consistently, responsibly, and effectively for teaching and learning, collaboration, communication, and productivity
- Uphold the Portland Public School District Staff and Student Responsible and Acceptable Use Guidelines for Instructional Technology
- Promote digital citizenship which ensures the safety and security of students, staff, facilities, and operations
- Support the functionality of the district’s infrastructure
- Access only the devices authorized by the district

The Portland Public School District provides students and staff access to the technological infrastructure to enhance and promote 21st Century learning necessary in today’s world. As such, the Portland Public School District Responsible and Acceptable Use Policy and Guidelines for Instructional Technology are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents technology literacy as well as the ability to develop successful, technologically fluent individuals coexisting safely, ethically and with civility in an increasingly digital world.

Positive and effective digital citizenship recognizes that information posted on the Internet is public and permanent and can have a long-term impact on an individual’s life and career. Expectations for student and staff conduct are equal to that of in-person interactions. Access to the Portland technological infrastructure is a privilege, versus a right, and carries with it responsibilities for all involved. Misuse of the Portland Public School District’s technological infrastructure means violation of this agreement, or any other use not included in the agreement, and has the effect of harming another or his or her property. Such misuse by students or staff may result in disciplinary action.

Policy adopted: April 5, 2016

Policy reviewed and approved: January 22, 2019

PORTLAND PUBLIC SCHOOLS

Portland, Connecticut

R6141.321

Instruction

Staff and Student Responsible and Acceptable Use Instructional Technology

Technological Infrastructure

The Portland Public School District's technological infrastructure includes wired and wireless computers peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, groups, wikis, etc.). The Portland Public School District reserves the right to prioritize the use of, and access to, the network. All use of the network must support instruction, research, professional learning and productivity consistent with the Portland Public School District's Teaching and Learning Priorities. If uncertainty exists about appropriate use, a consultation with the Portland Public School District's Superintendent of Schools, Director of Curriculum, Instruction, and Technology or the Information Technology Specialist is advised.

Use of Personal Electronic Devices

Connection of any personal electronic device to any network on school grounds is subject to all regulations and guidelines in this document. Connection of student or staff personal laptops or devices to the Portland Public School District network must be equipped with up-to-date virus software, compatible network card and be configured properly.

Users are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students, staff and parents should be aware that the Portland Board of Education is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Any act using a privately owned technological device that harms the Portland School District's technological infrastructure or otherwise interferes with or compromises the integrity of Portland School District's technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Monitoring

Network and Internet access is provided as a tool for teaching, learning, collaboration, communication, and productivity. At any time, without prior notice, the Portland Public School District reserves the right to monitor, inspect, copy, review and store any and all usage and access of the network and Internet along with any and all information transmitted or received in connection with such usage. All information files are and will remain the property of the Portland Public School District with the understanding that no user shall have any expectation of privacy regarding such materials. The Portland Public School District reserves the right to

disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

The Portland Public School District system administrator and others managing the technological infrastructure may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrators and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Notwithstanding the above and in accordance with state law, the Portland Public School District may not: (1) request or require that a staff member provide the Portland Board of Education with a username and password, password or any other authentication means for accessing a personal online account; (2) request or require that a staff member authenticate or access a personal online account in the presence of the Portland Board of Education; or (3) require that a staff member invite a supervisor employed by the Portland Public School District or accept an invitation from a supervisor employed by the Portland Public School District to join a group affiliated with any personal online account of the employee. However, the Portland Public School District may request or require that a staff member provide the Portland Board of Education with a username and password, password or any other authentication means for accessing (1) any account or service provided by the Portland Public School District or by virtue of employment with the Portland Board of Education or that the staff member uses for professional purposes, or (2) any electronic communications device supplied or paid for, in whole or in part, by the Portland Public School District.

In accordance with applicable law, the Portland Public School District maintains the right to require students and staff to allow the Portland Board of Education to access his or her personal online account, without disclosing the username and password, password or other authentication means for accessing such personal online account, for the purpose of: (A) Conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related student and staff misconduct based on the receipt of specific information about activity on a personal online account; or (B) Conducting an investigation based on the receipt of specific information regarding unauthorized transfer of proprietary information, confidential information or financial data to or from a personal online account operated by student or staff.

For purposes of these Administrative Regulations, “personal online account” means any online account that is used exclusively for personal purposes and unrelated to any professional purpose of the Portland School District, including, but not limited to, electronic mail, social media and retail-based Internet web sites.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. Permission to publish any student work requires permission from the parent or guardian.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or, if the student is 18 or over, the permission of the student himself/herself. It is the position of the Portland Public School District that users should not give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.

Parental Permission

The Portland Public School District will assume that parents/guardians grant their child the right to access the network by signing the Student Responsible and Acceptable Use Guidelines for Instructional Technology, 6141.323 Appendix A.

Accessibility Understanding

Despite every effort of supervision and filtering, all users and their parents/guardians are advised that access to the technological infrastructure may include the potential for exposure to inappropriate content. Users must assume individual accountability for use of the technological infrastructure to uphold the Portland Public School District's expectations and understanding regarding responsible and appropriate behaviors.

Internet Safety

While using the network and Internet, users should exercise caution if a web based program asks one to reveal personal information such as age, gender, home address or telephone number. Students should consult with a staff member prior to releasing private information. The Portland Public School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in collaborative, digital environments that promotes digital citizenship and promotes cyber-bullying awareness and response.

Filtering

The Portland Public School District will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene or other objectionable material which could be harmful to minors.

The discretion of what constitutes "other objectionable" material is a district decision and will be consistent with the policies and regulations of the Portland Public School District. The Portland Public Schools will ensure that such filtering technology is operative during computer use by students. However, filtering software is not 100% effective and while such software makes it difficult for objectionable material to be received or accessed, filters are not a stand-alone solution. Any attempts to defeat or bypass the Internet filter or conceal Internet activity are prohibited. Such activities include: proxies, https, special ports, modifications to browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate. Should a device, provided by the Portland Public School District, be permitted to go home for instructional use, parents or guardians are responsible for the appropriate oversight of filters, internet security and safety.

Supervision

The Portland Public School District will provide adult supervision for the utilization of the technological infrastructure. Portland Public School District staff will make a concerted effort to familiarize themselves with the Internet and commit to monitoring, instructing and assisting students in utilization that conforms to the vision and goals of the district. In addition, staff will preview web based content prior to student viewing to ensure appropriateness.

Digital Learning

Online communication and collaboration is integral to succeeding in a global society. Learning 21st Century concepts and tools such as student email, blogging and podcasting along with other forms of online communication offer authentic, real-world accessibility for student expression. The usage of these online resources must follow all established Internet safety guidelines.

Staff and students using blogs, podcasts or other web tools for educational purposes are expected to act safely by keeping ALL personal information out of their posts. Staff and students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat online discussion forums as classroom spaces. Conduct in a digital arena should adhere to the expectations of that with the Portland Public School building and should reflect guidelines outlined in the school handbooks. Users who abuse these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Social Media

Staff and students are responsible for their own behavior when utilizing social media. Users will be held accountable for the content of the communications that are stated/posted on social media locations. Any content or engagement with material on social media may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others. Inappropriate content is expressly prohibited and may include, but not be limited to confidential, personally identifiable, and sensitive Portland Public School District information about staff, students, and guests, child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences, defamatory or discriminatory statements and images, proprietary information, infringed upon intellectual property, such as copyright ownership and circumvented technology protection measures, terroristic threats, and illegal items and activities.

E-Mail

All staff and students are eligible for a Portland Public School District sponsored email through Google Apps for Education, Gmail service. Students in grades three through twelve are provided an e-mail in a Google education domain that is filtered. As with any technology, staff and student email is a privilege versus a right which can be revoked at any time for inappropriate use. Email guidelines are as follows:

- All users are expected to use email in a professional, legal and ethical manner. Email etiquette maintains that one should not assume the sender of an email has given permission for content to be forwarded to a third party nor should email addresses be provided to third parties unless it is clear the individual would have no objection.
- Email is provided and intended for school-related communication. Attachments from anyone not recognized by the receiver should not be opened.

- Email is not considered private. Users should not put anything into email that they do not want to be made public. All emails may be subject to public release as per the Freedom of Information Act (FOIA).
- Consequences of inappropriate use of email may include, but are not limited to: loss of email and/or computer privileges or other disciplinary consequences, as deemed appropriate. Any illegal use will be referred to appropriate authorities.

Passwords

Passwords are to remain private and should not be shared with others. In addition, individuals should only use their passwords to access documents, files and devices. The Portland Public School District reserves the right to override any individual's password and access files, documents, and devices should they be subject to legal speculation or Portland Board of Education policy violations.

Use of Staff and Student Information Photos, Materials on the Portland Public School District Web site and Digital Publications

Using staff and student pictures on the Portland Public School District website and in digital publications promotes learning, collaboration and provides an opportunity to share the achievements of staff and students. However, privacy and safety of the Portland Public School District's staff and students is essential. The school website and any district digital publications will follow all procedures for content, copyright and appropriateness.

Subject to the parameters of the Photograph and Digital Content Release Form contained in this policy, images and full names of Pre K-12 students may be included in the website and building level digital publications as a means of recognizing and celebrating the successes of our students.

Violation of Responsible and Appropriate Use

All users of the Portland Public School District's technological infrastructure are required to comply with and abide by all the provisions set forth in this agreement. Violation of any of the conditions of the responsible and appropriate use are subject to disciplinary action including revocation of network and computer access privileges, suspension, expulsion or termination in the case of staff. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited and will be reported to law enforcement and/or other appropriate state or federal agencies.

Technological Infrastructure Responsible and Appropriate Use Guidelines

1. User Personal Safety

User personal safety includes, but is not limited to:

- Maintaining diligence and restraint by not posting personal information about themselves or others. Personal information includes, but is not limited to the following: name, address, profiles, telephone, date of birth, in appropriate pictures, etc.
- Upholding safe and appropriate boundaries by not arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.

- Promptly disclosing to a teacher or administrator any message that is inappropriate or makes themselves or others feel uncomfortable.
- Acting as a digital citizen and engaging in harassing activities, personal attacks, including those prejudicial or discriminatory in nature following the guidelines of the Portland Public School Anti-bullying and School Climate policy.

2. Respecting Technology Equipment

Respecting technology equipment includes, but is not limited to:

- Exercising caution when handling technology devices.
- Following guidelines for proper usage of equipment.
- Respecting another person's computer resources and property unless given appropriate access.
- Demonstrating conscientious usage of the technological infrastructure by refusing to knowingly damage or destroy any technological infrastructure related items including but not limited to: keyboards, mice, screens, monitors, tagging labels and peripherals.

3. Technology Etiquette

Technology etiquette includes, but is not limited to the following:

- Using cordial and polite tones when communicating.
- Exhibiting consideration and respect for others at all times.
- Showing respect toward the rights and privacy of fellow network users.
- Being mindful of the intent and function of an individual or group before sending a message.
- Deliberately posing as a user other than yourself.
- Logging off the system at the conclusion of a session.
- Maintaining the physical integrity and intended use of the technological infrastructure.
- Notifying appropriate authorities if suspicious use is observed or violations of responsible and appropriate use are suspected.
- Communicating and collaborating with appropriate language. Inappropriate language includes, but is not limited to using obscene, profane, lewd, vulgar, offensive, inflammatory, threatening, or disrespectful language through the posting of public and private messages on web pages, PDAs, cell phones, and other devices.
- Recognizing that participating in destructive behaviors like hate mail, harassment, discriminatory remarks, and other harmful or inappropriate behaviors will be subject to disciplinary action.
- Applying appropriate judgment by not forwarding or posting a message that was sent privately without the consent of the person from whom it was originally sent.
- Refraining from posting private information about another person.

- Obeying the rights and privacy of another's device, work or files.

4. Plagiarism and Copyright Infringement

Plagiarism and copyright infringement includes, but is not limited to:

- Respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by a copyright. Students should check with staff regarding laws.
- Assuming ownership of another piece of work through plagiarism. Staff and students may reproduce copyrighted works within the limits of fair use, and using proper citation.
- Installing pirated software. All staff and students should be aware that disseminating illegally obtained software (pirated) is a federal offense which is punishable by imprisonment, fine or both.

5. Digital Citizenship

Digital citizenships includes, but is not limited to:

- Creation of files, projects, videos, web pages, and podcasts and other projects using network resources in support of educational purpose;
- Participation in district-approved blogs, wikis, boards, social networking sites and groups and creation of content for such web-based resources that support student instruction and professional learning;
- Promoting and protecting the safety and well-being of others by being mindful of their property and privacy;
- Asking for permission or feedback from a member of the Portland Public School District prior to producing and/or uploading content/videos/images, which could result in the disruption of the educational process or day-by-day operations of the school or another individual's educational experience. If such postings result in harm or are perceived to be harmful, the staff member or student will be asked to remove the content and may be subject to disciplinary action;
- Representing your individual identity through email and social media and understanding that communicating under false identity may result in legal action.

Utilizing the Portland Public School District's technological infrastructure for all responsible, appropriate and acceptable uses is outlined in the aforementioned. Unacceptable use, or violation, of any Portland Public School District Board of Education policy through the use of the Portland Public School District's technological infrastructure may result in disciplinary action as determined by the Portland Public Schools. Unacceptable use includes, but is not limited to:

- Employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or Internet;
- Participating in activities that incur liability or cost by the Portland Public Schools;

- Partaking in cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes or remarks that impacts the well-being of others or disrupts the educational integrity of the Portland Public Schools;
- Refraining from recording anyone without their consent;
- Sending, sharing, viewing or possession of pictures, emails, or other materials of a sexual nature in electronic or any other form on a cell phone or the electronic device which would be deemed prohibited in a school setting;
- Posting, sending, storing information online that could endanger others (e.g., bomb construction, drug manufacturing, etc.)
- Attaching unauthorized equipment to the Portland Public School District network;
- Accessing, uploading, downloading, storing and/or distributing obscene, pornographic or explicit material;
- Joining blogs, wikis, bulletin boards, social networking sites and groups and the creation of podcasts, emails, and web pages that do not support student instruction, research or staff development;
- Gaining unauthorized access to the Portland Public School District's, or another network's technological infrastructure;
- Hacking, cracking, vandalizing, introducing a virus, worms, Trojan Horse, time bombs, changes to hardware, software and monitoring tools;
- Downloading, installing and using games, audio files, video files or other applications (including shareware or freeware) without permission or approval from an authorized member of the Portland Public School District;
- Promoting or supporting inappropriate or illegal acts such as ballot distortion, unauthorized fundraising, or commercial solicitation;
- Downloading or modifying computer software of the Portland Public Schools in violation of the district's license agreement(s) and/or without authorization from supervisory personnel;
- Trespassing in or tampering with any individual's folder's, work or files;
- Sending any message that breaches the district's confidentiality requirements or the confidentiality of students;

Regulation approved: April 5, 2016

Regulation revised: May 17, 2016

Regulation reviewed and approved: January 22, 2019

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