
GREENWICH PUBLIC SCHOOLS

Greenwich, Connecticut

Policy E-045 – Technology

Procedure E-045.01 - Acceptable Use and Internet Safety Agreement

Acceptable Technology Use Regulations/Internet Safety Terms of Agreement

The Greenwich Public Schools (“District”) provides students and staff access to the World Wide Web and other electronic networks. These procedures are written to promote positive and effective digital citizenship among students and staff. Access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not permitted in the agreement.

Parental Permission

It is assumed that parents grant their child the right to access the network unless a permission denial form is signed and returned. Furthermore, please note that under no circumstances will PreK-12 student photos on the GPS website be identified with first and last name unless, explicitly agreed to by the parents or by students over the age of 18.

Network

The District network includes wired and wireless computers and peripheral equipment, files, cloud and storage such as Google Docs and Schoology, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the network must support student instruction and professional learning consistent with the mission of the District. The District provides access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide.

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 to the District network must be equipped with up-to-date virus software, compatible network card and is configured properly.

Mobile Devices Policy

The District may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Any and all use of mobile devices provided by the District is subject to the terms of this agreement.

Users are expected to treat these devices with extreme care and caution; these are expensive

devices that the school is entrusting to your care. Users are to report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored, or compliance with this agreement, compliance with any other applicable policy, or as otherwise permitted by law.

Acceptable Use

- 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, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support student instruction and professional learning;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

Unacceptable Use

Unacceptable uses of technologies and the Internet include, but are not limited to:

- Causing harm to others or damage to their property.
- In the opinion of the Administration, producing and/or uploading content/videos/images, either through the use of the District network or from home computers, which seriously results in the disruption of the educational process or day-to-day operations of the school. In these cases, students will be asked to remove the content and may be subject to discipline.
- Use for personal gain, unauthorized fundraising, commercial solicitation and compensation of any kind.
- Activities incurring liability or cost by the District. The District will not be responsible for unauthorized financial obligations resulting from the use, or access to, Greenwich Public School's network or the Internet.
- Downloading, installing other unauthorized applications (including shareware or freeware) without permission or approval from a District representative.
- Support or opposition for ballot measures, candidates and any other political activity, excluding specific activities supporting school-related projects.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools.
- Uses that jeopardize the security of student or staff access and of the computer network or other networks on the Internet, for example, disclosing or sharing your password with others or impersonating another user.

- Unauthorized access to other district computers, networks and information systems.
- Using 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 the Internet.
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.
- The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited in the school setting.
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing).
- Accessing, uploading, downloading, storage and/or distribution of obscene, pornographic or sexually explicit material.
- Attaching unauthorized equipment to the network. Any such equipment will be confiscated.
- Participating in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that do not support student instruction, research and staff development.

Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials. No student or staff user should have any expectation of privacy when using the District network for personal use. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to disclosure by the District to the extent required by laws of Connecticut.

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.

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. Users should never 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.

Internet Safety

In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone “met” on the District computer network or the Internet without a parent’s permission if under 18 years of age.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA) and other objectionable material. The determination of what constitutes “other objectionable” material is a district decision and will be consistent with the policies and regulations of Greenwich Public Schools.

Parents and Users. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- Any attempts to defeat or bypass the Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Agency browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- E-mail inconsistent with educational and school purposes will be considered SPAM and efforts will be made to block it from entering District e-mail boxes.
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers.
- Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a concerted effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a concerted effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Use of New Web Tools

Classroom blogs, wikis, student e-mail, podcasts or other Web interactive use 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. Students using such tools

agree to not share their username or password with anyone besides their teachers and parents and treat blog spaces and online spaces, such as Schoology or discussion forums, as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog. Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Usage Policies

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document and spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you do not know how to use a certain device or what is proper Web behavior.

Web Access

The District provides its users with access to the Internet, including web sites, resources, content, and online tools. Teachers will ensure to restrict access in compliance with the Children's

Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), and all other applicable regulations and school policies for compliance with any other applicable policy, or as otherwise permitted by law. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and are not to try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow the appropriate protocol to alert an IT staff member or submit the site for review.

Email

The District provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they are to be used with care. Users are not to send personal information without permission; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Online Courses

The District may approve and enroll students in online courses to enhance the available academic offerings to students, or to facilitate their recovery of credits. The District requires the same process for the approval of courses online that is required for the approval of traditional courses.

Social Networking Sites / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Social Networking Sites – mostly limited for use to Greenwich High School students - may be available to students per COPPA and the terms of use policy of the website for educational purposes.

Users are expected to communicate on all web-based and mobile platforms with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful and are not to share personally identifying information online without permission.

Use of E-Mail and Cloud Services

All staff is provided district-sponsored e-mail through Google Apps for Education, Gmail service. Students in grades six through twelve are also provided with email in a Google education domain that is filtered. Students in grades 3-5 will be provided with access to Google Apps (Docs, Sheets, Presentations). As with any technology, student email is a privilege – not a right –which that can be revoked at any time for inappropriate use. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they are to be used with care in connection with classroom learning only. **Users may not:** send personal information without permission; attempt to open files or follow links from an unknown or untrusted origin; use inappropriate language; and communicate with people other than those allowed by the district policy or the teacher.

Users are expected to communicate in email with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

The following are guidelines:

- All users are expected to use email and cloud services in a professional, legal and ethical manner.
- Email and cloud services is are not considered private. Users should not put anything into email that they don't want to be public. In addition, users must be mindful that there is the a potential for an email or other communications, depending on its nature, to be deemed a public record subject to disclosure pursuant to the Freedom of Information Act (FOIA).
- Email and cloud services are provided and intended for school-related communication. Attachments from anyone not recognized by the receiver should not be opened.
- Consequences of inappropriate use of student email may include, but are not limited to: loss of email and/or computer privileges, alternative assignments, or other consequences, including disciplinary consequences as deemed appropriate. Any illegal use will be referred to appropriate authorities.

- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

Student Information, Photos, Work on the Greenwich Public Schools' Web Site

Using student pictures on the Greenwich Public Schools website promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The school website will follow all procedures for content, copyright and appropriateness per Web Publishing Procedures (E051.34).

Images and names of PreK-12 students may be included on the Greenwich Public Schools website without identifying captions or names. In grades 9-12, websites may include full names for student work/honors without accompanying images. Any exceptions to this guideline will be communicated and signed-off by individual parents through school personnel.

Parents or students over the age of 18 may opt out of any use of image/student work by indicating their wishes on this Internet Safety and Acceptable Use Agreement.

Disciplinary Action

All users of the Greenwich Public Schools network and electronic resources are required to comply with and agree to abide by the provisions set forth in this agreement. Violation of any of the conditions of use explained could be cause for disciplinary action, including revocation of network and computer access privileges, suspension, expulsion or termination in the case of employees. 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.

Notice of Network Access by Students Non-Participation Form

If you DO NOT want your son or daughter to have access to the Network, protected student e-mail or grant permission for photos on the school website, please return this form to: Greenwich Public Schools, Media Services, 290 Greenwich Avenue, Greenwich, CT 06830. (Print clearly) and be sure to check the appropriate box(es).

School _____ Grade: _____

Name of Student _____

AB/Homeroom _____ House (if GHS) _____ Parent E-Mail _____

Name of Parent _____

Address City, _____

State Parent _____

Phone # Zip _____

_____ Date _____

Please initial only the categories for which you DO NOT wish to give access or permission:

_____ I DO NOT wish to have my student utilize **school network services** such as using software, creating and saving files, and printing from network computers or searching for and retrieving information via the Internet.

_____ I DO NOT wish to have my student utilize school-established, protected and monitored **email, Google Apps, and Schoology accounts** with acceptance and compliance of student email, cloud services guidelines and acceptable use agreement;

_____ I DO NOT wish to have my student **publish documents and projects on the World Wide Web** with limited identifying information as outlined in this Acceptable Use Agreement.

_____ I DO NOT wish to have a **photo/video/name of my student child posted on the district or school website** with limited/no identifying information as outlined in this Acceptable Use Agreement.

Parent (Guardian) Signature: _____

**You will be sent confirmation of receipt of this form. Please e-mail Media Services, [Marty D'Andrea@greenwich.k12.ct.us](mailto:Marty_D'Andrea@greenwich.k12.ct.us), if you do not receive confirmation within two weeks.

Return ONLY if you DO NOT wish your student to participate in any of the technology activities listed above.