

# Natick Public Schools

## Student Responsible Use Policy

### **Purpose**

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

### **Summary**

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all **Online and Digital Technologies (ODT)** in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from [Common Sense Education](#) for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

## **Jurisdiction**

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or,
- at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

## **Student Responsible Use Guidelines**

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

### **I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

### **I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all District security policies.

### **I am responsible for my passwords and my actions when using District accounts.**

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

### **I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

### **I am responsible for treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyber bullying, is unacceptable.

**I am responsible for accessing only educational content when using NPS technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**I am responsible for respecting and maintaining the security of NPS digital resources and networks.**

- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any NPS computers, tablets, smartphones, or other internet devices.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on NPS equipment.
- I will not use the NPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

**I am responsible for taking all reasonable care when handling NPS equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to NPS equipment.
- I am responsible for respecting the works of others.
- I will follow all [copyright guidelines](#).
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all NPS trademarks, logos and symbols are for school district use only.

**I am responsible for the data I create and for protecting it.**

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.
- I understand I should not save or store personal data or files on any device.
- I understand that the school district may re-image any computer at anytime to maintain the equipment in good working order.

**Consequences for Irresponsible Use**

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

**Disclaimer**

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.