

DARTMOUTH SCHOOL COMMITTEE

Files: IJNDB, IJNDB-E

Acceptable Use Policy - Students

The Acceptable Use Policy (AUP) is a policy for the student use of technology related electronic devices and services, such as computers, the internet and email, within the Dartmouth Public Schools.

Policy Statement

The Dartmouth Public School District is providing students with access to electronic technology equipment and services, which includes Internet access. The purpose of the district systems is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase District intra-communication, enhance productivity, and assist students in developing their technology skills through greater exchange of information with their peers.

District Responsibilities

The District Technology Administrator will serve as the coordinator to oversee the district computer system. The Technology Administrator will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a virus protection process and other necessary activities.

The building Principal and/or their designee will serve as the building-level coordinator for the system, will approve building-level activities, arrange for teachers receive proper training in the use of the system and the requirements of this policy, establish a system to arrange adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy at the building level.

Parent Notification and Responsibility

The District will notify the parents about the system and the policies governing its use. Parents must sign an agreement to allow their child to independently use the Internet and email account. The Student Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. Although the district attempts to filter inappropriate Internet content, it is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

Access to the System

The District's Student Acceptable Use Policy will govern all use of the district technology systems. Students will have access to the Internet through the District's networked computers. Personal use of the system is restricted during school hours and should be minimized after school. E-mail accounts will be provided to students at certain grade levels for educational use. Accounts will be suspended when a student graduates or leaves the district. Parents may specifically request that their child(ren) be provided

with independent work if they do not wish their child(ren) have access to Internet, technology, or school email.

District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. A firewall/filter is used and is designed to screen access to inappropriate Internet sites. The operation of the firewall notwithstanding, access to any unacceptable sites is prohibited. The District will not be responsible for any damage users suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning ~~to~~ or relating to any illegal activities conducted through the District system. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student handbook, the violation will be handled in accord with the applicable provision of the student handbook.

Provision of an e-mail account to students is a privilege and violations of the District Acceptable Use Policy, to be determined through administration at school, may result in the suspension of access. The user will receive notification of account termination and will have an opportunity to appeal. An appeal for reinstatement must be made within ten (10) days of notification or the account and all files will be archived.

Search and Seizure

System users have a limited privacy expectation in the contents of their personal files on the system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy or the law. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the Acceptable Use Policy.

Vandalism

Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above technology equipment. If there is any cost involved in repairing such vandalism, the cost will be assessed to the parent/guardian or the student if he/she is 18 years or old.

Copyright and Plagiarism

Existing copyright law will govern the use of material accessed through the system. Because the extent of copyright protection of certain works found on the Internet is unclear, student users will make a standard practice of requesting permission from their teacher or administrator and subsequently to the holder of the work if their use of the material has the potential of being an infringement. Teachers will continue to instruct students to respect copyright and to request permission when appropriate.

Electronic Communication (email) and electronic document collection and storage

Students in grades 5 through 12 have access to school email via the Google Apps for Education. Google Apps is an online email, document storage, and other educational applications (apps) online service. Students in all grades will access within the district to the Google application suite of programs for educational and classroom use. Email as with all school technology is a privilege. Users should always remember they have a responsibility to themselves and the district to behave properly online. Some rules users need to always follow:

1. Don't type abusive, hurtful or gossip-type messages.
2. Respect other student's privacy. In other words, don't reveal the name, home address, email address, or phone number of yourself or another student.
3. Respect all security issues. Don't share passwords with other students.
4. Don't delete or alter another student's data or work.
5. The use of one's Google account will be in support of and consistent with the educational goals of the Dartmouth Public Schools.
6. All student Electronic Mail (email) accounts are property of the Dartmouth Public Schools.
7. The student will be disabled from the email system after graduation; however email will be retained in archives for 7 years after graduation or exit from the district.
8. The user will not share one's Google Apps password with others and is responsible for all email sent through their account.
9. Email sent through this account may be scanned for content violating the terms of this agreement and that my e-mail may be reviewed by school administration.
10. The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities.
11. Students should notify a teacher or principal if they receive any mysterious or unusual emails or activities on their accounts.

SOURCE: MASC, Dartmouth Technology Committee

LEGAL REFS: 47 USC § 254

CROSS REFS: IJNDB, Acceptable Use Policy – Technology

Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.

Contact Information

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