

~~Northborough and Southborough Public Schools~~
~~District Technology Resources~~
Staff Responsible Use Guidelines Policy - G-160

Purpose

The purpose of the Public Schools of Northborough and Southborough Staff Responsible Use ~~Guidelines~~ Policy (RUP) is to support an environment that promotes educational excellence. Technology use must be consistent with District educational and administrative objectives. The Public Schools of Northborough and Southborough provide a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully.

Access to District technology resources is a privilege and not a right. The RUP outlines the responsible use of these resources. This policy is in effect when District provided equipment (laptops, tablets, etc.) is used on or off school property and when using personal devices to access the district network or district resources. The end user accepts the terms of the Staff Responsible Use ~~Guidelines~~ Policy by accessing District technology resources.

Monitoring and Privacy

The Public Schools of Northborough and Southborough filters ~~network~~ 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 user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email.

Users may have individual computers or computer accounts, and while users may make incidental personal use of District technology resources, ultimately the Public Schools of Northborough and Southborough has ownership over, and the right to obtain access to the systems and contents. Incidental personal use is permitted so long as it does not violate this policy, the rules of an employee's local unit, or other District policies.

Confidentiality and Data Guidelines

The Public Schools of Northborough and Southborough prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of information. In addition, it is the District's policy to protect information belonging to third parties that have been entrusted to the District in a manner consistent with its sensitivity and in accordance with all applicable agreements and laws.

Users also are responsible for bringing all known information security vulnerabilities and violations that they notice to the attention of the technology department. Users with personal devices are responsible for securing access to their device's data, and all applications and systems software that provide the capability of connecting to the District's technology resources.

District and school use of technology 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. Any distribution of these materials beyond school appropriate use is strictly prohibited. Distributed audio and video recordings of classroom activities shall be age appropriate, will safeguard students identification, and adhere to district policies and state/federal laws.

All District users must respect the copyrights in works that are accessible through devices connected to the District network. Federal copyright law prohibits the reproduction, distribution, public display or public performance of copyrighted materials without permission of the copyright owner unless fair use or another exemption under copyright law applies. The unauthorized distribution of copyrighted material, including unauthorized file sharing, violates the Copyright Act and may subject you to civil and criminal liabilities.

Communication and Social Media

For guidelines regarding electronic communication and staff use of social media please see the Employee Social Media Policy for the Public Schools of Northborough and Southborough.

The District complies with legislation including, but not limited to:

- The Children's Internet Protection Act (CIPA);
- Children's Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Disclaimer

Any violation of this policy or applicable city, state and federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the *Staff Responsible Use Guidelines Policy*

Signature

Date

Adopted:	
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Northborough and Southborough Public Schools
 District Technology Resources
 Student Responsible Use Guidelines Policy - I-200

Purpose

The Public Schools of Northborough and Southborough use technology and internet-based tools in their classrooms on a regular basis to enhance student learning and ensure all students develop technology skills that support lifelong learning and help them become responsible digital citizens. These technology tools are available to assist students in enhancing communication, collaboration, and accessibility to experiences beyond the classroom. Student access to technology requires responsible, ethical, and legal use in accordance with federal and state laws. ~~These guidelines~~ This policy outlines the responsible use of technology and ~~are is~~ supported by a District policy which is in effect for all students. ~~These guidelines~~ This policy applies to the use of technology on or off school property and when using personal devices to access the district network or resources. The district will conduct an annual review of ~~these guidelines~~ this policy to comply with existing law and respond to the rapid changes in technology.

Monitoring and Privacy

In accordance with law, the Public Schools of Northborough and Southborough filter network access, as much as reasonably possible, to visual and written materials that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email. Internet usage is logged and monitored for use consistent with our educational mission. Students who accidentally access inappropriate sites that are not educational when using school owned devices should notify a teacher or administrator for blocking.

Terms of Agreement:

1. I will respect and protect the privacy of others by:
 - a. Using only assigned accounts/passwords and not sharing login/password information with others.
 - b. Viewing, copying or using passwords, data, or networks to which they are authorized.
 - c. Refraining from distributing private information about myself or others (~~such as e.g.~~ full name, date of birth, address, phone number, Social Security Number, etc.) on blogs, web forms, or other websites.
2. I will respect and protect the integrity, availability, and security of all electronic resources by:
 - a. Observing all district Internet filters and posted network security practices.
 - b. Reporting security risks or violations to a teacher or administrator.
 - c. Not accessing files, folders, data, networks, hardware, software or other resources that do not belong to me, without clear permission of the owner.
 - d. Not making any changes to settings in hardware, software or the network.
 - e. Not vandalizing data, networks, hardware or other resources. (Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user, the Internet/Intranet, or other networks.
 - f. Conserving, protecting, and sharing these resources with other users.
 - g. Notifying a staff member or administrator of computer or network malfunctions.
 - h. Not installing software onto computers without appropriate approval.
3. I will respect and protect the intellectual property of others by:
 - a. Following copyright laws which prohibit the reproduction ~~and/or~~, distribution of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies.

- b. Citing sources when using others' work (not plagiarizing).
- 4. I will respect and practice the principles of community by:
 - a. Communicating only in ways that are kind and respectful.
 - b. Reporting inappropriate use of technology, threatening or discomforting materials to a teacher or administrator.
 - c. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Respecting the rights of others by refraining from cyberbullying, harassment or intimidation in messages, blogs, web content, social media and other electronic mediums.
 - e. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) through messages, blogs, web content, social media and other electronic mediums.
 - f. Not using district resources to further other acts that are criminal or violate the school's code of conduct.
 - g. Avoiding spam, chain letters, or other mass unsolicited mailings.
 - h. Refraining from buying, selling, advertising, lobbying or otherwise conducting business, unless approved as a school project.
 - i. Only using the Internet and other electronic resources that are in furtherance of and compliance with the ~~support of education and with the educational goals, objectives, and policies of the Humble Independent School District~~ Public Schools of Northborough and Southborough.

The District complies with legislation including, but not limited to:

- The Children's Internet Protection Act (CIPA);
- Children's Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Adopted:	
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We have read and understand the *Student Responsible Use Guidelines* **Policy** and agree to comply ~~with the rules and guidelines.~~

Student's Name (printed)

Student's Name (signature)

Grade _____ Teacher _____ Date _____

I have read these rules and guidelines and understand that my ~~son/daughter~~ child will comply.

Parent(s)/Guardian(s) Signature _____

MEDIA OPT-OUT FORM

Our District is proud of the tremendous accomplishments of our students. The Public Schools of Northborough and Southborough occasionally photograph, videotape and record audio files of students and their accomplishments (~~in but not limited to~~) for presentations in newsletters, web pages and/or the District's social media channels. The videos, audio files, and/or photographs are sometimes broadcast on local cable or the school's radio station.

Local news organizations often visit our schools for the purpose of photographing student activities and sports. The photographs are then featured in newspapers, periodicals, and may appear online.

We will make every effort to honor your request, however, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/he knows if you do not want your child to be photographed or filmed.

Please sign and return this portion of the form **if you have checked either of the options below**. ~~only if you DO NOT want your child to be photographed, videotaped and/or audio taped by the school or other organizations for use on our website, in print, television, film, or any other online publications.~~

- ☐ I DO NOT ~~allow my child to be photographed, videotaped and/or audio taped~~ **give permission for photographs, video footage, or audio recordings of my child** during school-sponsored activities and/or learning experiences, **to be used by the District.** ~~for use in print, online publications or videos.~~
- ☐ I DO NOT **give permission to have any personal identifying information associated with the photograph or video footage to be used in school or District publications.**

Student Name (Printed)

Parent/Guardian's Signature

The Public Schools of Northborough and Southborough
Employee Social Media Policy - G-170
DRAFT
June 7, 2018

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Scope:

This policy is adopted in addition to, and not as a substitute for, the School District's Technology Responsible Use Policy, which governs the use of the school district's technological resources, and the District's Staff Ethics/Conflict of Interest and Staff Conduct policies.

Purpose:

The Public Schools of Northborough and Southborough recognizes the increasing importance of electronic communication and social media for social interaction and education. However, due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. District staff should always be mindful of how they present themselves to the world, online and otherwise.

Employees should be cognizant that any electronic communication regarding school or school business, whether relayed on ~~using~~ one's own resources or district resources, ~~regarding school or school business~~ may be subpoenaed ~~in a court of law~~ and/or subject to discovery in a court or administrative proceeding. Additionally, state law ~~The law~~ requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. When staff members communicate through school-based resources, such as staff email or school-sponsored web pages, such records are retained and archived through the school's information technology department. The burden falls on the ~~teacher~~ individual employee to comply with the public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

Definitions:

Social Media: Any electronic media that allows individuals and/or organizations to create, share or exchange information, ideas, pictures or videos. This includes web-based and mobile-based technologies that support interactive communication between organizations, communities, and individuals that allow the creation and exchange of user-generated content.

Electronic Communication: Any communication or interaction which occurs through electronic means.

Expectations:

The Committees recognize that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy does not limit any staff member's legal right to speak publicly as a citizen on matters of public concern or to communicate with fellow association members on workplace issues. ~~so long as such communication adheres to appropriate time, place, and manner and does not interfere with the performance of job duties.~~

Notwithstanding, when staff members speak through social media on matters concerning their work, they can be perceived as ~~are~~ speaking in their capacity as district employees ~~and, as such, limits are placed on the content in accordance with the terms of their employment.~~ The A clear line between one's professional life and ~~one's~~ personal life should be drawn at all times.

1. In your online communications, readers may perceive you to be "speaking for the school district." Therefore, ~~communications, when you are acting on behalf of the district or creating the~~

~~appearance that you are doing so, must~~ communications must be professional at all times ~~and reflect positively on the school district.~~ Please note: Staff shall not use **personal** social media to "act on behalf" of the district. Only approved messages and specific people are authorized to speak on behalf of the district.

2. District employees should not connect with currently enrolled students as a "friend" or contact using a personal social media account. However, a teacher and/or classroom account for the purpose of education is acceptable. It is understood that even with the strictest privacy settings in place, any information willingly put out via social media should be considered public, and therefore can be viewed by anyone.
3. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by third parties.
4. District employees are expected to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account or personal social networking account to discuss school business with students and parents is not allowed. Staff shall not provide their personal email addresses to students.
5. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor when they arise out of your position as an educator.
6. In the use of social media, you may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.
7. Use of photographs in social media shall be in accordance with the district's Internet and Media Publication Permission Form.
8. The district provided user accounts shall be utilized when accessing social media for educational purposes.
9. Staff are encouraged to report any inappropriate use of social media by fellow staff members and shall report any improper use of social media by the students to their district administrator immediately.

Cellular Phones and Text Messaging:

Staff employed by The Public Schools of Northborough and Southborough are charged with, among many other things, maintaining a safe educational environment for students. Staff members should not provide their personal contact information such as cellular and home telephone numbers. There are limited instances described herein where it is appropriate to give out this information. All Staff who lead school-sponsored trips or organize events that require travel shall maintain a line of communication with students and parents by providing their personal cell phone number to all student participants and their parents. Students may also provide their personal cell phone numbers to staff who lead school-sponsored trips or organize events that require travel to facilitate communication during travel. The purpose of this limited exchange of personal information is to ensure student safety during travel **and in the event of an emergency.**

1. Staff members shall communicate to students and their parents that the staff member's personal cell phone number is being provided for educational, informational, or safety purposes only.
2. Staff members shall only contact students via their personal cell phones for specific purposes (i.e., the student has not returned to a bus on a field trip).
3. Staff communication with students is to be directed through district provided email addresses.
4. Staff members who provide students with personal contact information shall explain the limited reason it is being provided and shall report any unauthorized use of this information by students to the principal or his/her designee immediately.

Web-Based Communication, Instructional, and Collaboration Tools:

1. Staff may use **District approved** communication and collaboration tools for instructional purposes.
2. Staff shall create said websites using District provided web tools.

3. Staff shall not identify students by their last names on District approved and provided web tools unless permission is granted by the parent or guardian.
4. ~~Staff shall notify parents of the use of these pages and provide students who do not have access to alternative means of obtaining the information provided over these pages (i.e., hand-outs, email, etc.).~~ The District will provide students with alternative means of obtaining information provided via social media tools if home access is not available.
5. Staff shall cite all sources of content they provide on these pages and comply with applicable copyright laws and other applicable intellectual property laws.

Public Records Law and Copyright Protection

State law defines "public record" as all "documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of" any governmental entity. M.G.L. c 4, § 7(26); 950 CMR 32.03. Public records are subject to the retention and disclosure requirements of the public records law.

1. Staff shall save all direct messages and communications conveyed through district accounts on social media sites.
2. Staff shall save all communications conveyed through ~~and their district~~ district email addresses.
3. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.

Statement to Staff:

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district's network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all staff members.

Any violation of this policy or applicable city, state and federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

Adopted:	
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