



Roxbury Public Schools Acceptable Use Policy Grades 7 through 12

Purpose

Roxbury Public Schools uses Educational Technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to leverage technology for educational purposes, Roxbury Public Schools has developed this Acceptable Use Policy.

Definitions

The term “Computers” refers to any desktop, laptop, tablet or other mobile computing device owned or issued by Roxbury Public Schools to any student for school and/or home use. The term “Bring Your Own Technology (BYOT)” refers to any privately owned desktop, laptop, tablet, smartphone, or other mobile computing device. Other mobile computing device **does not** include gaming devices such as Nintendo DS. The term “Computer Services” refers to the School District’s network or Internet connections used to access school or web-based information.

General Responsibilities

All students are responsible for their actions and activities involving computers, BYOT and/or computer services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the computers, BYOT, and/or computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Department. These rules apply to all computers, BYOT, and/or school computer services, regardless of how they are accessed.

Expectations for Acceptable Use

1. Communication
 - a. I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
 - b. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else.

- c. I will be mindful of how my words are interpreted by others.
 - d. I will not use profanity or any language that is offensive to anyone.
- 2. Privacy
 - a. I will be aware of privacy settings on websites to which I subscribe.
 - b. I understand that anything I do online or electronically is not private and can be monitored.
 - c. I will not share any personal information about myself, family or faculty. This includes passwords, home addresses, phone numbers, ages and birth date.
- 3. Honesty and Safety
 - a. I will not engage in behavior that puts myself or others at risk.
 - b. I will represent myself honestly. This includes accessing the network using an account other than my own.
 - c. I will seek help if I feel unsafe, bullied or witness unkind behavior.
 - d. I will only communicate with people I know.
 - e. I will follow safety guidelines posted by sites to which I subscribe.
 - f. I will not use computers, BYOT and/or computer services to cheat on assignments or tests.
- 4. Learning
 - a. I will have a positive attitude and be willing to explore different technologies.
 - b. I will evaluate the validity of information presented online and understand that not everything online is true.
 - c. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.
 - d. I will adhere to the teacher who has the discretion to allow and regulate the use of computers, BYOT, and/or computer services in the classroom and for use during specific projects.
- 5. Respect for self and others
 - a. I will not upload or publish personal information, private communications or photos of other people without permission.
 - b. I will respond thoughtfully to the opinions, ideas and values of others.
 - c. I will not send or share mean or inappropriate emails or texts.
 - d. I will not use computers, BYOT and/or computer services to record, transmit or post photographic images or videos of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- 6. Respect for school and personal property
 - a. I will take care of all equipment whether home, school or elsewhere.
 - b. I will report misuse and/or inappropriate content to my teachers and adults.
- 7. Respect for school network and Internet
 - a. I will not use a computer or BYOT for the purposes of infecting the network with a virus, trojan or program designed to damage, alter, destroy or provide access to unauthorized data or information.
 - b. I will not attempt to hack, alter or bypass network security policies.

Lost, Stolen or Damaged Devices

Each user should treat the computers issued by the school district and/or BYOT responsibly and appropriately. Roxbury Public Schools takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. If it is believed the device has been lost or stolen, the parent/guardian is required to file a police report immediately with the Roxbury Police Department in addition to notifying the main office. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing computers issued by the school district and/or BYOT.

Any insurance purchased for school issued computers covers accidental damage only and does not cover loss, theft or intentional damage. In accordance with Board of Education Policies 7523, School District Provided Technology Devices to Students and 5513, Care of School Property, the student and his/her parent/guardian will be responsible for the cost of any school issued computers. For BYOT, please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Restriction of Privileges/Disciplinary Action

Violation of policies and/or guidelines governing the use of computers, BYOT and/or computer services may result in disciplinary action as determined by Board Policies and/or school administration. Roxbury Public Schools is authorized to collect and examine any computer and/or BYOT that has been suspected of being misused by a student and/or is suspected of causing technology problems on the network in accordance with applicable laws and policies.

References

1. Common Sense Media - Cape Elizabeth Sample Acceptable Use Policy - https://www.common sense media.org/sites/default/files/uploads/pdfs/cape_elizabeth_aup_maine.pdf
2. Common Sense Media - Campbell Hall Technology Values - https://www.common sense media.org/sites/default/files/uploads/pdfs/campbell_hall_tech_values_aup.pdf