

APPENDIX C-1

STUDENT RESPONSIBLE USE PROCEDURE FOR TECHNOLOGY, INFORMATION AND COMMUNICATION SYSTEMS

Grades K - 2: Using Technology in School

It is recommended that K-2 teachers read this policy aloud with their students, pausing as necessary to explain and clarify.

WHAT IS THE RUP?

RUP are three letters that mean **Responsible Use Policy**. This is a grown-up phrase. It means a list of rules that we follow when we use technology at school.

WHY DOES MY SCHOOL HAVE AN RUP?

Many children and grown-ups use technology. We need to make sure that everyone is safe when using it. We also need to take care of our equipment, so we need rules to follow.

WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?

Using technology and going on the Internet at school is a privilege. Our school trusts us to follow the rules. Your work on computers is not private. Your teachers watch you in class, and when you are on the internet, people who work for our school district can see what you are doing. Do not do anything on the computer that you would not like a grown-up to see you do!

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE RUP?

Our school has consequences for students who do not follow the rules. You could lose your technology privileges in school. You should also tell a grown-up if you see someone who breaks the rules in the RUP.

RESPONSIBLE USE POLICY (RUP) RULES

- 1. I WILL BE KIND AND RESPECTFUL WHEN USING TECHNOLOGY.**
I will use appropriate words and will not write mean things about another person on the computer. I will tell a grown-up if I know someone in my class is breaking this rule.
- 2. I WILL USE THE INTERNET PROPERLY.**
I will stay on the sites where I am supposed to be, and will only go to sites my teachers have approved. I will tell a grown up if I see any bad words or see any bad pictures on a computer.
- 3. I WILL TAKE CARE OF THE TECHNOLOGY EQUIPMENT I USE IN SCHOOL.**
I will not change anything on the equipment without a teacher's permission. I will not hurt any part of it on purpose. I will not write on it with pencil, pen, crayon, or markers. I will use and care for any equipment I am assigned in a responsible and safe manner.

Grades 3 - 5: Using Technology in School

WHAT IS THE RUP?

RUP stands for Responsible Use Policy. It means that you agree to only do acceptable things when you are using CBRSD technology. CBRSD has rules that all students have to follow when they use the Internet.

WHY DOES THE CBRSD HAVE AN RUP?

A lot of people use the CBRSD network and technology equipment. We need to make sure that everyone feels comfortable and safe using these tools. We all also need to make sure that our equipment is in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE CBRSD NETWORK?

Using the Internet in school is a privilege not a right. Our network, web pages, and email accounts are NOT private. CBRSD staff and the school administration are able to monitor everything you do on the school computers. This means someone can read what you write, and see the web pages that you visit. THINK before you do anything online that you would not want your teachers or parents to see.

WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE RUP?

Our school has consequences for students who use the Internet in unacceptable ways. If you don't follow the RUP, you can lose your technology privileges in school. You should also report to a teacher or another adult anything you see online that does not follow the rules listed in the RUP, or if you know of someone who is not following the RUP.

RESPONSIBLE USE POLICY (RUP) RULES

- 1. I WILL BE KIND, RESPECTFUL AND HONEST WHEN I AM USING TECHNOLOGY.**
I will use appropriate language and will not write mean things about another person. I will not use someone else's account or share my password information with others. I will tell a grown-up if I know someone in my class is breaking this rule.
- 2. I WILL USE THE INTERNET PROPERLY.**
I will stay on the sites where I am supposed to be, and will only go to sites my teachers have approved. I will tell an adult if I see anything inappropriate on any type of technology.
- 3. I WILL TAKE CARE OF THE TECHNOLOGY EQUIPMENT I USE IN SCHOOL.**
I will not change any settings on the equipment without a teacher's permission. I will not break, destroy, or harm any computer equipment on purpose. I will use and care for the Chromebook I am assigned in a responsible and safe manner.
- 4. I WILL BE RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.**
I will not plagiarize. When I use information from a website or other resource, I will cite my sources. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.
- 5. I WILL FOLLOW SCHOOL RULES ABOUT PUBLISHING INFORMATION ONLINE.**
I will not publish any material on a school website, wiki, blog, podcast, social media, etc. without my teacher's permission and approval. I will not publish a picture, including my picture, that includes first or last names in the caption.

Grades 6 - 8: Using Technology in School

Central Berkshire Regional School District (CBRSD) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by CBRSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

Use of the CBRSD network and email is a privilege, not a right. School network and email accounts are owned by CBRSD and are not private. CBRSD has the right to access that information at any time. CBRSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

CBRSD uses a filtering system to track and monitor all computer and Internet use on the network. Certain online conduct (including, but not limited to criminal acts, libel, and copyright infringement) may constitute a violation of federal and/or state criminal laws relating to cyber-crimes. All CBRSD users will use technology in a manner that complies with laws of the United States and the State of Massachusetts.

RESPONSIBLE USE POLICY (RUP) RULES

- 1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.**
I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
- 2. I AM RESPONSIBLE FOR BEING KIND, RESPECTFUL AND HONEST AT ALL TIMES.**
I will use appropriate language (as determined by a school administrator) in all my online writing and posting. I will be respectful in all my digital communications (including email, blogs, chats, discussions boards, social media, etc.), not posting or sending hateful or harassing messages, discriminatory or derogatory remarks, or engaging in any other antisocial behaviors while in or out of school. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- 3. I AM RESPONSIBLE FOR USING THE CBRSD NETWORK AND TECHNOLOGY RESOURCES APPROPRIATELY.**
I will not search, retrieve, save, circulate or display inappropriate or offensive material. I will not search, retrieve, save or circulate images or information about weapons unless authorized by a school administrator/teacher as part of a school assignment. I understand the use of the CBRSD network for illegal or commercial activities is prohibited. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
- 4. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CBRSD NETWORK.**
I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
- 5. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.**
I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology equipment or resources. I will also use and care for the Chromebook I am assigned in a responsible and safe manner.

6. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.**

I will obey copyright laws. I will not plagiarize or use anyone else's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

7. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.**

I will follow all guidelines set forth by CBRSD and/or my teachers when publishing schoolwork anywhere online. I understand that it is unsafe to post any personal information about myself, including but not limited to my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to blogs, wikis, and discussions forums.

Grades 9 - 12: Using Technology in School

Central Berkshire Regional School District (CBRS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by CBRS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

Use of the CBRS network and email is a privilege, not a right. School network and email accounts are owned by CBRS and are not private. CBRS has the right to access that information at any time. CBRS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

CBRS uses a filtering system to track and monitor all computer and Internet use on the network. Certain online conduct (including, but not limited to criminal acts, libel, and copyright infringement) may constitute a violation of federal and/or state criminal laws relating to cyber-crimes. All CBRS users will use technology in a manner that complies with laws of the United States and the State of Massachusetts.

RESPONSIBLE USE POLICY (RUP) RULES

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.**
I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. **I AM RESPONSIBLE FOR BEING KIND, RESPECTFUL AND HONEST AT ALL TIMES.**
I will use appropriate language (as determined by a school administrator) in all my online writing and posting. I will be respectful in all my digital communications (including email, blogs, chats, discussions boards, social media, etc.), not posting or sending hateful or harassing messages, discriminatory or derogatory remarks, or engaging in any other antisocial behaviors while in or out of school. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
3. **I AM RESPONSIBLE FOR USING THE CBRS NETWORK AND TECHNOLOGY RESOURCES APPROPRIATELY.**
I will not search, retrieve, save, circulate or display inappropriate or offensive material. I will not search, retrieve, save or circulate images or information about weapons unless authorized by a school administrator/teacher as part of a school assignment. I understand the use of the CBRS network for illegal or commercial activities is prohibited. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
4. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CBRS NETWORK.**
I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
5. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.**
I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology equipment or resources.
6. **I AM RESPONSIBLE FOR ANY ELECTRONIC DEVICES I BRING TO SCHOOL.**
I understand that during instructional times, these devices are to be used at the discretion of the teacher. I understand that I am responsible for the security, maintenance, and upkeep of any personally owned device.

7. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.

I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

8. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.

I will follow all guidelines set forth by CBRSD and/or my teachers when publishing schoolwork anywhere online. I understand that it is unsafe to post any personal information about myself, including but not limited to my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to blogs, wikis, and discussions forums.

APPENDIX C-2

EMPLOYEE ACCEPTABLE USE PROCEDURE FOR TECHNOLOGY, INFORMATION AND COMMUNICATION SYSTEMS

PURPOSE

The Central Berkshire Regional School District shall provide access for employees to the computer system/network and telephone/telephone network, including access to external networks, for educational and school related purposes. Educational and School Related purposes shall be defined as classroom activities, career and professional development, and professional activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, and governmental agencies.

AVAILABILITY

The Superintendent or her designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees for instructional and administrative purposes and in accordance with policy 5530 and applicable procedures.

Violations of law may result in criminal prosecution as well as disciplinary action by the Central Berkshire Regional School District.

With the spread of telecommunications throughout the modern work place, the School Committee recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community their use of new tools and systems brings new responsibilities as well as opportunities. This makes it imperative for teacher and staff to be cognizant of the effect their online activity could have on not only their classrooms but on the entire district network.

In order to match electronic resources as closely as possible to the curriculum approved by the Superintendent, district personnel are strongly encouraged to review and evaluate resources in order to offer materials that comply with Superintendent's guidelines listed in Appendix C-3. In this manner, staff can provide developmentally appropriate guidance to students as they make use of the internet, communications and electronic information resources to conduct research and other studies related to the District curriculum.

As much as possible, access to information resources should be designed in ways that point students to those resources that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they should be provided with guidelines and lists of resources particularly suited to the learning objectives.

Employees are to utilize the school's computers, networks Internet services, telephones for school-related purposes and performance of job duties. Incidental personal use of this technology is permitted as long as such use does not interfere with the employee's job duties and performance, with the system operations or other system users. "Incidental personal use" is defined as: use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Student records may be transmitted electronically to authorized persons provided that there is an attempt to authenticate the identity of the recipient and ensure the transmission itself is secure from misdirection and unauthorized intrusions.

ACCEPTABLE USE

The Superintendent or her designee, shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Central Berkshire Regional School District as well as with law and policy governing copyright.

MONITORED USE

Electronic mail transmissions and other use of electronic resources by employees shall not be considered confidential and may be monitored at any time by the Superintendent or her designee to ensure appropriate use for instructional and administrative purposes.

The school district maintains a CIPA compliant content filter and logs to ensure staff and students are not accessing inappropriate internet sites. This being said, staff still need to monitor students since no system is perfect.

LIABILITY OF THE DISTRICT

The Central Berkshire Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION

1. Commercial use of the system/network is prohibited.
2. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
3. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
4. Initial passwords provided by the network administrator should be set to expire on login.
5. Passwords shall be changed every 30 days and all passwords shall be expired at the end of each school year.
6. Passwords are confidential. All passwords shall be protected by the user and not shared or publicly displayed.
7. The Principals, or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
8. The Superintendent, or her designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
9. The Superintendent, or her designee shall be responsible for establishing appropriate retention and backup schedules.
10. The Superintendent, or her designee shall be responsible for establishing disk usage limitations, if needed.
11. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
12. Permission is not transferable and may not be shared. System users/others shall not use another user's account for any reason.
13. System users should purge electronic information upon district request.
14. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.

15. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
16. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
17. Vandalism as described above in #20, will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
18. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail are prohibited.
19. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
20. Using someone else's account when sending/receiving messages is prohibited.
21. Transmitting or viewing obscene material is prohibited.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Any user of the District's technology, information and communications resources must comply with rules and conditions in this policy governing the use of these resources. A violation of this policy may result in disciplinary action. For employees covered by a collective bargaining agreement, any alleged violation of this procedure shall be implemented through the applicable collective bargaining agreement.

The District has the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites and employees visits on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing email sent and received by employees. All information in any format, stored by any means on the District's electronic facilities is the property of the District and subject to inspection at any time without notice. Employees waive any right to privacy in anything they create, store, send or receive on the District's technology, information and communications resources.

APPENDIX C-3

CURRICULUM AND INSTRUCTION

ACCESS TO ELECTRONIC MEDIA

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

Controlling access by minors to inappropriate material on the Internet and World Wide Web;

Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;

Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;

Unauthorized disclosure, use and dissemination of personal information regarding minors; and

Restricting minors’ access to materials that are potentially harmful to them.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request

EMPLOYEE USE

Employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. Notwithstanding, student records may be transmitted to authorized persons provided that there is an attempt to authenticate the identity of the recipient and ensure the transmission itself is secure from misdirection and unauthorized intrusions.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

COMMUNITY USE

On recommendation of the Superintendent or designee, the School Committee shall determine when and which computer equipment, software, and information access systems will be available to the community. Upon request to the Principal or designee, community members may have access to the Internet and other electronic

information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent or designee.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the school district for repair or replacement of District property, which, through willful intent or negligence is lost, stolen, damaged, or vandalized while under their care.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent or designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
- Maintaining and securing a usage log; and
- Monitoring online activities of minors.

SOURCE: MASC

LEGAL REFS: 47 USC § 254

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.