

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 6000
CATEGORY: Instruction
POLICY CODE: 6141.321/Student
Network/Internet Use

STUDENT NETWORK/INTERNET USE

Policy Statement

The Trumbull Board of Education recognizes the educational value of technology and the benefit of its availability in the schools and, therefore, provides students access to interconnected computer systems within the District and to the Internet. This access will be contingent upon teacher supervision and prior classroom training. The purpose of this access is to promote the exchange of information to further education and research. With this educational opportunity comes the responsibility to protect the safety and welfare of the students.

In order for the District to be able to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the network and Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. All reasonable efforts will be made to ensure that students are not accessing such material. These efforts will include filtering software and various methods of monitoring including, but not limited to, teacher supervision and electronic monitoring. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of this tool.

All students, without exception, will be required to have in place a signed Network/Internet Use Agreement before they are permitted access to the network/Internet. A new agreement will be required at the beginning of each level of school (elementary, middle, and high) or whenever a new student enters the system. Both the student and his/her parent/guardian must sign this agreement. If the student is 18 or older, a parent/guardian signature is not required.

The use of the network/Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

Adopted: 6/4/1996
Revised: 7/16/2002, 8/19/2003,
5/19/2009, 8/6/2013, 9/27/2016,
9/26/2017, 8/28/2018

References

- Public Law 94-553
- 18 U.S.C. §2256
- 18 U.S.C. §2510 *et seq.* Electronic Communications Privacy Act
- 20 U.S.C. §6777 The No Child Left Behind Act

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- 47 U.S.C. §254 Children's Internet Protection Act of 2000
- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy Code 4118.5: Staff Network/Internet Use
- Trumbull Board of Education Policy Code 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 5131.4: Sexual Harassment of Students
- Trumbull Board of Education Policy Code 5131.91: Hazing
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 5138: Pay to Participate
- Trumbull Board of Education Policy 5143.2: Student One-to-One Device Insurance Program
- Trumbull Board of Education Policy Code 6141.323: Internet Filtering
- Trumbull Board of Education Policy Code 6141.328: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools
- Trumbull Board of Education Policy 6161.2: Care of Instructional Materials

Regulations

I. Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. The District recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

- A. All use of the Internet, electronic services, or any telecommunications network must be in support of educational objectives or research.
- B. Any electronic mail account shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their accounts.
- C. All communications and information accessible via a network should follow guidelines for privacy in electronic communications.
- D. Any use of the District's computing resources or networks for illegal or inappropriate purposes, for accessing materials that are objectionable in a public school environment, or for supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Engagement in illegal activities shall be considered a violation of the intended use of the resource or network. Inappropriate use shall be considered a violation of the intended use of the resource or network. "Objectionable" is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials.
- E. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others is prohibited.
- F. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
- G. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, or District networks. Violations may also subject the user to additional disciplinary action including, but not limited to, suspension and/or expulsion.
- H. The Superintendent shall designate a "District Internet Administrator," who will have responsibility for implementing this policy, establishing procedures, and supervising access privileges.

II. General Guidelines for Student Use

- A. The use of the network/Internet is a privilege, not a right. All students, without exception, will be required to have in place a signed Network/Internet Use Agreement before they are permitted access to the network/Internet. A new agreement will be required at the beginning of each level of school (elementary, middle, and high) or whenever a new student enters the system. Both the student and his/her parent/guardian must sign this agreement. If the student is 18 or older, a parent/guardian signature is not required.
- B. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or paraprofessional. Guidelines for the use of electronic services by elementary students will be developed by the District Internet Administrator.

III. General Guidelines for Student Acceptable Use

- A. Educational Purposes Only: The District is providing access to its computer networks and the Internet for educational purposes only. If there is any doubt on the part of a user about whether a contemplated activity is educational, the activity should not be engaged in until the Principal or his/her designee makes a determination as to its instructional value.
- B. All students using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws must be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- C. Students shall use school-based hardware, software, computers, and network only with the permission and supervision of a staff member.
- D. All students must login in as themselves. No unauthorized use of the guest login is permitted.
- E. All users MUST log off when leaving a machine.
- F. Student users of the network /Internet shall not give out personal information.
- G. Subscriptions to Listservs, news groups, bulletin boards, social networks, and any other on-line promotional services will be subject to review and approval by District staff.

IV. General Guidelines for Student Unacceptable Use

- A. Neither Trumbull's instructional network nor Internet access is to be used for commercial business use, political or religious advocacy purposes, or to execute a commercial transaction not related to school business.

- B. The following uses of the network are prohibited unless the student is given express permission prior to any given instance of engagement:
- i. Installing programs or games.
 - ii. Accessing any executable file from external sources (e.g., thumb drives, floppy discs, CD's, DVD's, hard drives, Internet).
 - iii. Unauthorized logging in under a user name that is not the student's own. (e.g., guest login, login of another student).
 - iv. Tampering with or defacing existing hardware, software, or system configurations in any manner, including, but not limited to, disconnecting wires or peripherals, removing parts of the keyboard, or unauthorized shut-down.
 - v. Using unauthorized equipment on the Trumbull Public Schools network.
- C. The following uses of the Internet are prohibited:
- i. Accessing materials inappropriate for minors (i.e., those that are obscene, pornographic, harmful to minors, etc.).
 - ii. Transmitting materials inappropriate for minors.
 - iii. Violating the law or encouraging others to do so.
 - iv. Causing harm to others or damaging others' property. Examples of such include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.
 - v. Jeopardizing the security of outside networks on the Internet.
 - vi. Sending material critical of or which may be threatening or harassing to school administrators, teachers, staff, students, or anyone associated with the school District, or using the network or the Internet to threaten or harass others.
 - vii. Disclosing personal information about oneself or another student.
 - viii. Intentionally bypassing Internet filters.
- D. Users will not engage in "Spamming" (which will be considered Misuse of Service). Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files. Frivolous e-mails can contain a script that can send back not only one's address but also one's entire address book. Spam uses school facilities, time,

bandwidth, and resources to carry all this unsolicited information. ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses, sometimes incurring costly interruptions of service as overloaded servers are brought back online.

- E. If inappropriate usage is encountered it must be reported by the individual who is responsible for supervising the student at that time to the appropriate administrator.

V. Network Etiquette

A. All users must abide by the rules of network etiquette, which include:

- i. Be polite. Use appropriate language, meaning no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- ii. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws is absolutely prohibited.
- iii. Do not assume that a sender of e-mail is giving his/her permission for his/her message to be forwarded or redistributed or his/her e-mail address to be shared.
- iv. Make the most efficient use of the network resources to minimize interference with others.

VI. Monitoring

The Board of Education reserves the right to monitor student usage of its computer terminals and portable electronic devices and all applications available. The means of monitoring may include, but are not limited to, teacher supervision, electronic means, security cameras, and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if a user is caught misusing the system.

VII. Specific Guidelines for One-to-One Devices for Digital Learning

The Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also recognizes that students need to be proficient users of information, media, and technology in a digital world. Based on purposeful technology integration that allows teachers to be facilitators of deep, individualized learning for all

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students, the Board's implementation of a one-to-one digital learning device program is based on the following guidelines.

- A. A one-to-one device issued to a student remains the property of the Trumbull Public Schools.
- B. Parents of students with one-to-one devices are encouraged to enroll in the Student One-to-One Device Insurance Program. See Board of Education Policy 5143.2.
- C. Students must return one-to-one devices to the District at the end of the school year or upon withdrawal or transfer. Exceptions will be made for students requiring summer access via an Individualized Education Plan (IEP) or 504 Plan.
- D. The one-to-one device is to be used only by the designated student and only for educational use.
- E. A student may use the one-to-one device in school only when permitted by the classroom teacher.
- F. A student, whether using the one-to-one device at school or at home, should login via his/her assigned trumbullps.net account. Internet filtering services implemented by the District transfer to a student's home only when a student is logged in using his/her assigned trumbullps.net account. Parents are responsible for supervising student network/Internet use at home, and are encouraged to monitor the use of the one-to-one device at home.
- G. Students are not permitted to sync a one-to-one device with a personal computer, or to change or "hack" the device to alter the configuration or functionality established by the District.
- H. All software and applications that students will need for instruction will be made available by the District. Students are not permitted to install, uninstall, or modify any software, any application, or the operating system itself in any way.
- I. Students are not permitted to mark the one-to-one device in any way, including with markers, stickers, scratches, or engraving. Each device will be labeled with a District and user identification barcode, and students are not permitted to remove these labels.
- J. Students are not permitted to insert foreign objects, such as paperclips or pens, into the ports (openings) of the devices.
- K. Students must utilize the protective case distributed by the District at all times, including transport of the one-to-one device between classes and to and from school.
- L. Students are not permitted to eat or drink near one-to-one devices.

- M. Students should seek to protect their devices from sources of moisture, such as rain when outdoors, toilets in bathrooms, and sinks in bathrooms and kitchens.
- N. Students should make sure their hands are clean before using a one-to-one device. The glass screen should be regularly wiped clean with a dry, clean, soft cloth; a microfiber cloth is recommended, but any soft cotton fabric will work. Students should not use commercial liquid or spray cleaners on the glass screen, nor should they use paper towels to clean the screen.
- O. Students should charge devices at home, and should keep chargers at home unless otherwise instructed. A device should be charged only with the District-approved charger assigned with the device.
- P. Students must not leave one-to-one devices unattended at any time while at school. When a device is not in use, it should be stored securely, in the case provided, in the student's backpack or locker.
- Q. Any loss or theft of a one-to-one device must be reported to the school office and the Learning Commons as soon as possible, but no later than one school day after one's first knowledge of the loss or theft, so that recovery efforts can be initiated. District technology personnel will then attempt to locate the device via location detection software.
- R. Students experiencing problems using a one-to-one device should immediately stop using the device and bring the device to the school Learning Commons for diagnosis.
- S. If a one-to-one device is damaged, the student should bring the device to the school Learning Commons so that the device can be sent for repairs. The student will then be issued a loaner device until the necessary repairs are completed.
- T. At specified times, one-to-one devices may be deprovisioned from the trumbullps.net domain and transferred to students for their own use. When such occurs, all District-owned software and applications will be removed, the device itself is no longer the District's responsibility, and the District is no longer responsible for fixing or replacing the device.
- U. A student who misuses, abuses, or treats negligently a one-to-one device is subject to District disciplinary options and/or restitution for the cost of damages. Disciplinary options may include loss of one-to-one digital learning device privileges.
- V. Intentional, willful, or purposeful damage to a one-to-one digital learning device will subject the student's parent(s)/guardian(s) to pay full replacement cost of the device, in accordance with Board of Education Policy 6161.2, "Care of

Instructional Materials.” Intentional, willful, or purposeful damage is not covered by the Student One-to-One Device Insurance Program.

W. Loss of a one-to-one digital learning device will subject the student’s parent(s)/guardian(s) to pay full replacement cost of the device, in accordance with Board of Education Policy 6161.2, “Care of Instructional Materials.” Loss is not covered by the Student One-to-One Device Insurance Program.

X. Subsection VI, “Monitoring,” of this policy applies to all one-to-one digital learning devices.

VIII. Penalties for Inappropriate Use

A. Any user violating these rules, applicable state and federal laws, or posted classroom and District rules is subject to loss of network privileges and any other District disciplinary options provided by State statute or Board Policy, including, but not limited to, suspension and/or expulsion.

B. Any user who intentionally damages equipment, attempts to load or download unauthorized software, accesses another user’s account or school accounts, or shows blatant disregard for these regulations shall be subject to disciplinary action including, but not limited to, suspension and/or expulsion.

C. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.

IX. Permission to Access Network

No student shall be granted access to the network/Internet until the school receives a signed copy of the Network/Internet Use Agreement. A new agreement will be required at the beginning of each level of school (elementary, middle, and high) or whenever a new student enters the system. Both the student and his/her parent/guardian must sign this agreement. If the student is 18 or older, a parent/guardian signature is not required.

X. Documentation

Forms to support the implementation of this policy will be developed and reviewed periodically by the District Internet Administrator.

Trumbull Public Schools
NETWORK/INTERNET USE AGREEMENT

Summary Statement

The following Summary Statement is provided to explain principles of the Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use." The full policy is posted on the Trumbull Public Schools website and is also available at the District and school offices.

The District provides access to its computer networks and the Internet for educational purposes only. If there is any doubt on the part of a user about whether a contemplated activity is educational, the activity should not be engaged in until the Principal or his/her designee makes a determination as to its instructional value.

The use of the network/Internet is a privilege, not a right. Inappropriate use may result in the denial or withdrawal of access, and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

The user is responsible for all of his/her actions and activities involving the network/Internet. Examples of user responsibilities include but are not limited to:

- Keeping all accounts and passwords confidential.
- Logging on with own user id and password.
- Logging off when leaving a machine.
- Using a computer and/or personal electronic device only with teacher permission and supervision.
- Taking precautions to prevent computer viruses.

Examples of prohibited conduct involving the network/Internet include but are not limited to:

- Using Trumbull's instructional network or Internet access for commercial business use, political or religious advocacy purposes, or to execute a commercial transaction not related to school business.
- Accessing materials inappropriate for minors (i.e., those that are obscene, pornographic, harmful to minors, etc.).
- Violating the law or encouraging others to do so.
- Causing harm to others or damaging others' property (e.g., defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, participating in "hacking" activities, etc.).
- Jeopardizing the security of outside networks on the Internet.
- Sending material critical of or which may be threatening or harassing to school administrators, teachers, staff, students, or anyone associated with the school District, or using the network or Internet to threaten or harass others.
- Disclosing personal information about oneself or another student.
- Intentionally bypassing Internet filters.

Trumbull Public Schools
NETWORK/INTERNET USE AGREEMENT

Acknowledgment of Receipt

By signing below, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement provided to explain principles of the Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use." Additional Board policies related to District network/Internet use are Policy 6141.323, "Internet Filtering," and 6141.328, "Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools." All policies are posted on the Trumbull Public Schools website and are also available at the District and school offices.

As a user of the Trumbull Public Schools computer network, I hereby agree to comply with the guidelines as set forth in the Summary Statement, as well as the regulations of Board Policy 6141.321.

Student Signature _____ Birthdate _____

As the parent or legal guardian of the minor student signing above, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement provided to explain principles of the Trumbull Board of Education Policy 6141.321, "Student Network/Internet Use." I have reviewed these with my child and understand what is acceptable use of the District network/Internet. I understand that individuals and families may be held responsible for inappropriate use of the District network/Internet and that any unacceptable District network/internet conduct is unacceptable and result in the termination of access and possible disciplinary action as indicated by State Statute, Board Policy, and the Standard of Conduct. I am aware that some material on the Internet may be objectionable and that reasonable effort on the part of the District has been made to filter such material. I accept responsibility for guiding Internet use by setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media, and release the Trumbull Public Schools and its members, employees, and agents from any claims in connection with use of the District Network or the Internet. I understand that the Trumbull Public Schools is not liable for any personal electronic device lost, stolen, or damaged on school grounds, during any school activities, or on District transportation. In addition, the responsibility to keep the device secure rests solely with the owner of the device.

Parent/Guardian Signature _____ Date _____

Printed Name of Student _____

School _____ Grade _____