

EMPOWERED DIGITAL USE AGREEMENT

Access to the North Middlesex Regional School District (NMRSD) system/network, including the Internet, is a privilege granted to staff, students, and district guests to facilitate communications and access information in support of the district's educational goals. The system/network will also be used for communication with staff, parents, students, and community members.

All users shall acknowledge that using digital devices, whether personal or school-owned, in conjunction with the district network, including access to the Internet, is a privilege and must be in accordance with the school district guidelines.

District User Accounts

NMRSD utilizes several applications that are accessed through the Internet and require individual user accounts for access. Examples include a student information system, learning management systems, collaborative tools, authenticated resources, and email. District user accounts for access to these systems are only issued to students and staff after official completion of all registration or hiring procedures and paperwork including a signed Empowered Digital Use Agreement.

Authorized Use

1. Access to the NMRSD system/network will only be granted to staff and students with a signed Empowered Digital Use Policy Agreement.
2. Temporary Internet-Only access to the internet may be granted to district guests following digital acceptance of the Empowered Digital Use Policy Agreement.
3. All use of the NMRSD system/network must be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
4. All files stored, viewed, or distributed on the NMRSD system/network are expected to be in support of the district's educational goals and will be in compliance with all applicable laws and district policies.
5. No identifiable student data may be posted without principal and parent/guardian approval. Identifiable student data includes but is not limited to voice, picture, video, and any type of biographical data.
6. Copyrighted software or data shall not be placed on the NMRSD system/network without a district-owned license or legal permission from the holder of the copyright.
7. All hardware and software to be added to the NMRSD network must be approved by the Director of Technology.
8. No user of the NMRSD system/network may deliberately access materials that are in violation of any applicable laws, district policies, or school rules and/or persuade or show others how to access such materials.
9. Commercial use of the NMRSD system/network is prohibited.
10. All district and school-related web pages are subject to the district Internet Publication Policy, IJNDC.
11. All district and school-related email is subject to the district E-Mail Policy, IJNDA.

Integrated Use

1. Students will be taught about internet safety prior to integrating Internet resources and/or tools in the classroom. The Internet safety curriculum will include issues related to social networking, cyberbullying, Internet predators, acceptable content, information privacy, copyright, and internet etiquette.
2. Students using interactive web tools and digital communications are expected to act safely by keeping ALL personal information out of public posts and communications. ***A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, photographs, school or school team names, or class schedule). Students should not, under any circumstances, agree to meet anyone met over the Internet.***
3. Student digital communications and publications are not guaranteed to be private and may be read by the teacher before the student distributes or sends to others.
4. Staff and students should never link to websites without reviewing the entire site to make sure it is acceptable for a school setting. If a student is unsure, they should ask a teacher, administrator, or parent/guardian first.
5. Use of digital communication and social networking tools must be approved by the principal/supervisor before the link is made public. The principal/supervisor should be notified in writing of all significant changes made to digital communication and social networking tools, and the principal/supervisor reserves the right to request changes and/or removal of published content at any time.

Responsible Use

1. Passwords are confidential! All passwords shall be protected by the user and will not be shared or displayed.
2. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
3. Revealing anybody's personal information is prohibited unless specifically authorized by an administrator in compliance with law or district policy.
4. Assuming another's identity while using the NMRSD system/network is prohibited.
5. Any activities designed to harass, bully, or defame others are prohibited.
6. Any malicious attempts to harm, destroy, or vandalize equipment, materials, or data are prohibited.
7. Deliberate attempts to degrade or disrupt system performance are prohibited.
8. Deliberate attempts to bypass or turn off NMRSD security features are prohibited.
9. All users should only access files and/or folders using the network accounts and network folders assigned to them by the district.
10. All files must be saved to the user-assigned network folders if future access is desired.
11. All information accessed through the NMRSD network/system is subject to the United States Copyright Law (Title 17, USC). Downloading, copying, duplicating and distributing software, music, audio files, videos, images or other copyrighted material without the specific written permission of the copyright owner is prohibited. Duplication and distribution of materials are only permitted when such duplication and distribution are within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Personal Technology

1. The North Middlesex Regional School District will not require any staff or students to supply personal technology in order to achieve any NMRSD related educational goals, conduct NMRSD business, or participate in any NMRSD activities. All allowed use of personal technology is at the owner's discretion, and the North Middlesex Regional School District shall not be liable for any loss, damage, or costs related to the use of personal technology.
2. Any personal technology used on a NMRSD campus or in use for NMRSD business is subject to all guidelines in this document and is only to be used in support of educational goals.
3. Staff and/or student provided internet access points are prohibited from use on all NMRSD campuses in order to ensure compliance with all applicable laws and policies.
4. Internet access to personal technology will only be provided in schools with sufficient resources to support those devices without interrupting access to district-provided devices. Internet access to personal electronic devices must be approved by both the Director of Technology and the building principal and/or their designee.
5. Access to NMRSD system/network specific resources from a personal electronic device is prohibited. This includes access to network folders and files, printers, network software, etc.
6. The owner of any personal electronic device is responsible for all expenses and maintenance related to use of that device. Owner responsibilities include, but are not limited to, repairs and upgrades, software, drivers, cables, and other related supplies such as toner, paper, and bulbs.
7. No technology donations will be accepted by the North Middlesex Regional School District unless specifically approved by the Director of Technology.

Digital Files and Communications

Electronic communications and all data including documents, messages, and information transmitted using the NMRSD system/network in any manner are the property of the North Middlesex Regional School District and are subject to all applicable laws. Copies of all information created, sent, or retrieved may be stored on the district's backup systems. The district reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. When legally required, communications and data may be disclosed to law enforcement officials or other third parties without prior consent of the sender or receiver.

The user's electronic access to any remaining digital files, communications, and resources will be disabled on or shortly after the last official day of employment or student withdrawal. Requests to extend access must be submitted to the Director of Technology in writing prior to the student or employee's last official day in the district and must include a specific date for the extension to end. Approval for such requests should not be considered granted unless approval has been given informed by the Director of Technology.

Content Filtering

As required by law, the NMRSD has implemented an Internet filtering mechanism designed to protect minors from unlawful, obscene, or harmful material and situations. The filtering mechanism is in compliance with the Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, and the district Bullying Prevention and Intervention Plan.

The NMRSD shall not be liable for users' unapproved use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The NMRSD shall not be responsible for ensuring the accuracy or usability of any information found on networks, nor be liable for any loss, or corruption of data resulting while using the system/network.

Student Digital Publications

Publishing student work promotes learning and collaboration and provides an opportunity to share the achievement of students. With parent/guardian permission, products of grade PK -12 students may be posted on NMRSD websites, provided no identifying captions, locations, or last names are included.

Publishing student photos on the NMRSD websites allows the district to show its pride in its students and their accomplishments. With parent/guardian permission, photos of students may be posted on the NMRSD websites provided no identifying captions, locations, or last names are included.

Written parent/guardian permission must be verified PRIOR to use of any student work, photos, and/or other media in any NMRSD publications.

Enforcement

1. The Superintendent or their designee shall be authorized to monitor or examine all data and system/network activities, including documents and electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
2. Principals/Supervisors or their designees will be notified of any violations of the NMRSD Empowered Digital Use Policy Agreement.
3. Principals/Supervisors or their designees will be responsible for disseminating and enforcing policies and procedures in their respective building(s) and/or departments.

Disclaimer

Access to information all over the world via technology brings with it an availability of material that may not be considered educationally valuable. Though the North Middlesex Regional School District will take all reasonable precautions, it is impossible to control access to all materials and a user may unintentionally discover objectionable information. NMRSD policy affirms that the educational value of access to information and interaction on the Internet far outweigh the possibility that users may be exposed to materials not consistent with the educational goals of the district. NMRSD makes no warranties of any kind for the service it provides. The North Middlesex Regional School District, associated towns, or any municipal employees will not be liable for damages or injuries resulting from violations of the Empowered Digital Use Policy Agreement or any misuse of the system/network.

Nothing contained herein shall be held or construed to supersede or conflict with or limit the jurisdiction of the United States Government or any of the laws of the Commonwealth of Massachusetts. In the event that any provisions of these rules and regulations are legally found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining provisions.