Technology Resources Responsible Use Policy

Child Internet Safety Act (CIPA) Compliance - Bristol Warren Regional School District (BWRSD) Internet filtering is in accordance with the federal CIPA. Schools educate users on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Introduction

The BWRSD is pleased to offer authorized users access to district devices, the network, the Internet and an array of technology resources to promote educational excellence. Authorized users include students, staff and guests and will be hereafter referred to as simply users. Each user is responsible for his/her use of technology whether it is provided by the district or it is a personal device. While using the BWRSD or personal technology resources on school property (school vehicles, school-sponsored events, etc.) as well as using the BWRSD technology resources via remote access and/or at home, each user shall act in a manner consistent with school, the BWRSD and legal guidelines.

Using BWRSD Technology Resources

The BWRSD network is comprised of technological systems which are connected to the Internet. The Internet enables users to interact with millions of networks and computers. All access to the BWRSD network shall be preapproved by the BWRSD. The network and Internet access available through the BWRSD serves the purpose of promoting learning, enhancing instruction, and supporting business practices, and is for the mutual benefit of all users. The use of the BWRSD network and Internet access is a privilege, not a right. Users shall not attempt to disrupt the operation of the network or equipment and/or interfere with the learning or work of the BWRSD users. The BWRSD may restrict or terminate any user's access, without prior notice, upon approval of the Technology Director or designee. Additional disciplinary action may be imposed as outlined in the school/employee handbooks.

Respect

All users shall respect other BWRSD users and property when using technology resources by:
- Using assigned workstations or devices
- Being considerate
- Always logging out of accounts at workstations after finishing work
- Not disrupting system performance or interfering with the work of other users
- Leaving equipment and surroundings in designated locations in good condition for the next user or class
- Immediately reporting issues via the technology support links on the BWRSD website

Ethical Conduct

It is the responsibility of the user to:

- Use only his or her account and password
  - It is a violation of this policy to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources
- Not read, modify, remove or delete files owned by other users
- Use the BWRSD technology resources in a manner that is consistent with the mission of the school system
  - Use of the BWRSD technology resources for private gain is prohibited.
- Support the integrity of technology resources.
  - Deliberate tampering or experimentation is not allowed; including illicit access, tampering with, or experimenting with systems outside of the BWRSD.
- Refrain from using offensive, obscene, or harassing language
- Appropriately use licensed software
  - Copying, modifying or borrowing copyrighted software is not permitted

Internet Safety and Security

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of others, is obscene or libelous, causes disruption of the school environment and/or school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the Administration.
- Users are not to reveal personal information (for example: last name, home address, phone number) in correspondence with unknown parties.
- Users should not post information which may identify an individual on the Internet (for example: student last name with picture, etc.).
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing Internet sites that are inconsistent with the educational mission of the BWRSD.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Users have the responsibility to cite and credit all Internet material used.
- Users are prohibited from downloading illegal material or inappropriate content while using district owned and/or personal devices.
- Any device placed on the BWRSD network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities.
- The BWRSD reserves the right to monitor and investigate any and all activities on BWRSD-owned and personally-owned computing equipment and accounts on the BWRSD network.

Internet Filtering

In compliance with the Children's Internet Protection Act (CIPA), the BWRSD has in place a filtering device on all computers with internet access. The filter is intended to protect minors from access to visual depictions that are obscene or constitute child pornography, or that are harmful to minors, as outlined:

- Harmful to minors means any picture, image, graphic image file, or other visual depiction that:
    - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex;
    - Depicts, describes, or represents, in an offensive way with respect to what is suitable for minors, actual or simulated sexual acts, or vulgar exhibition of nudity; and
    - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Categories for BWRSD filtering include, but are not limited to: File Sharing, Malware, Pornography/Nudity, Toolbars, Adult Content, Dating & Personals, Gambling, and Web Proxies.
- These categories are reviewed and updated by the District Technology Planning Committee (comprised of IT staff, librarians, administrators, educators, and parents) on an annual basis and submitted to the Superintendent for approval.
- If additional categories need to be added in the interim, they will be recommended by a representative of the Technology Planning Committee to the Superintendent for approval, and later reviewed by the full committee.
- Should a teacher require access to a particular site for educational purposes, the teacher must create an IT work ticket in the local ticketing system. The building Administrator will be copied on the request and can approve or deny the request.
- If the request is approved, the site will be available for user access.
- If the request is denied, a reason will be provided. The user has the right to appeal the request to the Superintendent.
- Should the request be overturned by the Superintendent, the user will notify the IT Department via a ticket in the local ticketing system.
- A report of requested blocked sites for user access and the response to the request will be reported to the School Committee on an annual basis.

ADOPTED: June 27, 2016

REVISED: March 26, 2018

CROSS REF: Information Technology Equipment Policy (GCQBC)

LEGAL REF: RIGL 16-21.6-1. Internet filtering