

Digital Use Policy

Series I - Instruction

Digital Use Policy

Policy # IME

FILE: IME

DIGITAL USE POLICY

Introduction

This Digital Use Policy (DUP) for the Bourne Public Schools (BPS) is enacted by the School Committee to provide the parents, students, and staff of the Bourne Public Schools with a statement of purpose and explanation of the use of technology within the Bourne learning community. This policy is reinforced by practice, digital use standards and is required to be read and accepted before accessing the technology devices, digital resources, and network infrastructure of the Bourne Public Schools.

Purpose

The Bourne Public Schools encourage the use of technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Bourne Public Schools provides access to a wide range of technology to support learning and communicating with others. Technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills.

The purpose of the Bourne Public Schools (BPS) Digital Use Policy is to prevent unauthorized access and other harmful or unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

BPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene or harmful to minors over the network. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of BPS equipment, network, and/or Internet access or files, including email.

Google Workspace accounts are provided to all students and staff. BPS provides students in grades K-8 with a closed-campus email account. Students in grades 9-12 have external email access. Email usage may be monitored and there is no expectation of privacy with school email accounts. Email accounts issued to students are archived to ensure student safety. BPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

This Digital User Policy is in effect when BPS provided equipment is used on or off school property and/or when non BPS devices access the BPS district network.

Summary

Bourne Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all technology and web based communication in teaching and learning.

All are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the Student and Caregiver handbook for additional policies and guidelines.

Bourne Public Schools provides filtered network and wifi access for all users. There is a BPS Public wifi that is available to guests, visitors, and contracted providers requiring access to wifi while at Bourne Public Schools.

Definitions

"Technology devices, digital resources, and network infrastructure" is defined as the Bourne Public Schools network, the Internet, Google Workspace, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

"Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning.

"Devices" refer to district owned/leased, staff owned devices, and student owned devices.

Consequences for Irresponsible Use

Misuse of BPS devices and/or technology of any kind may result in restricted access. Such misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by government authorities. The District will handle any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or

fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s) shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Bourne Public Schools as well as with applicable laws and this policy.

What are Google Apps and Google Workspace?

Bourne Public Schools provides staff and students with a Google Workspace account. Google Workspace is a web based suite of programs provided by Google for schools to use. All staff and students in Bourne Public Schools have access to Google Workspace.

All of the Google Workspace services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) Google Workspace allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

Content Filtering

The Bourne Public Schools use software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Bourne Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Bourne Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

Monitoring

The Bourne Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Bourne Public Schools network. The information on the network in general files and email is not private and is subject to review by the Technology Director at the request of the Bourne Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

User Access and Explanation of Guideline

Access to information technology through the Bourne Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the BPS Digital Use Policy.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

The Bourne Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Expectation of Privacy

At any time and without prior notice, the BPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.

- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Bourne Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.

Disclaimer

BPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts. BPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Parents or legal guardians should supervise the usage of BPS network accounts outside of school. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Bourne Public Schools Limitations of Liability

The Bourne Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Bourne Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Bourne Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Bourne Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Bourne Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this BPS Responsible Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Bourne Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the Bourne Public Schools network. Parents and guardians agree to reimburse Bourne Public Schools for any expenses or damages incurred in the use of district owned devices such as Chromebooks in 1:1 school deployments.

Approved 6/5/24