

## **EMPOWERED DIGITAL USE & RESPONSIBILITY GUIDELINES**

BVT recognizes the need for students to be prepared to contribute and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways. These are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively while promoting student engagement and preparation for competing in a global environment. The following are guidelines and procedures to support empowered digital use and access to digital resources. The Empowered Digital Use & Responsibility Guidelines also ensures that students/staff utilize access in a responsible manner consistent with the educational purpose of providing these resources.

Use of BVT's technology devices, including personal devices while using any BVT online resources, Internet, learning and data systems, and any/all social media sites shall be utilized in a manner consistent with the district's educational mission. Thereby, demonstrating respect for others, the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for staff on student appropriate behavior and communication apply to use of the district's technology devices, including personal devices while using BVT's online resources, Internet, learning and data systems, and social media sites. Any use of BVT's technology devices, including personal devices while using BVT's online resources, Internet, learning and data systems, and social media sites that is contrary to this Empowered Digital Use & Responsibility Guidelines or Student Handbook is unacceptable and prohibited.

## **RESPONSIBILITIES OF USERS**

User includes anyone who uses the District's computer resources at any time. Students will be supervised by a staff member when accessing District technology resources on site.

- All digital devices, software, and networks shall be used for educational purposes and activities. The use of student-owned personal technology equipment shall be at the discretion of supervising staff members. Users shall report inappropriate or wasteful use of technology immediately.
- Users will respect themselves and others when using technology.
- Users shall give acknowledgement to others for their ideas and work. Plagiarism and inappropriate use of copyrighted material, illegal downloading of any type including but not limited to graphic and music files is strictly prohibited. The District assumes no liability for such behavior since it has taken reasonable steps to adhere to all applicable copyright laws. All such liabilities rest solely with the abusing user.
- Users are required to have written permission from the Assistant Superintendent-Director/Principal or his/her designee and all students or staff involved in order to post or share work, images, and/or videos created on BVT property or at an off-site BVT-sponsored event.
- Users are expected to abide by all District policies when using District resources whether working at BVT or at an off-site location.
- Students will refrain from accessing proxies, RPD (remote desktop protocol) sessions, remote access software, and personal hot spots in school.

## **PRIVACY**

- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private. Student/Staff data will be protected and shared only with authorized personnel.
- Users should have no expectation of privacy using district technology resources or personal equipment connected to the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All material that is electronically stored by use of the school's computer equipment is the property of the BVT School District.
- BVT reserves the right to monitor and respond to all uses identified by the network administration.

## **E-MAIL**

- Student and employee District e-mail accounts are intended for use school-related activities. Employees and students should only use their District e-mail account for school-related communications.
- Users should have no expectation of privacy relative to e-mail. E-mail is considered to be the property of the District and is therefore subject to periodic monitoring and review. District e-mail is a matter of public record; always remember that District e-mail may be required to be disclosed or used in investigative or legal proceedings.

## **RESTRICTIONS & GUIDELINES**

The following actions are prohibited, will be reported to school administration, and may result in disciplinary or possible legal action:

- Students are prohibited from using any artificial intelligence technologies during exams, assessments, or any other type of academic evaluation, unless explicitly permitted by the instructor. Additionally, students may not use AI technologies to complete assignments or projects, unless they have received prior approval from their instructor. For the purposes of this policy, artificial intelligence technologies are defined as any software, tools, or devices that can simulate or replicate human cognitive processes, such as natural language processing or machine learning.

Using the school's logo, likeness or any school photographs or other property that belongs to the school on a web site, social networking site, personal site or other public venue, without expressed permission from the Superintendent-Director or his/her designee.

- Configuring of computer equipment for wired or wireless connection to the school's network by means other than the school's wireless guest network. Physically connecting personal devices (hard-wired) to the BVT network is strictly prohibited.
- Using personal resources to establish a hot spot providing internet access bypassing the district's firewall filtering capabilities.
- Going beyond authorized access, making deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), bypassing BVT's firewall, installing any software on school computers or engaging in other illegal activities.
- The making of any video or audio recording of students or staff without the prior expressed permission of the supervising staff member. This includes but is not restricted to copying tests or other protected, sensitive or secure material. Unauthorized recordings are forbidden on campus and at off-site school-sponsored activities.
- Using school resources, including BVT wireless access on personal equipment, for unethical, harmful, obscene, illegal, or mischievous purposes, or for actions that disrupt the learning environment or orderly operation of the school.

## **VIOLATIONS OF THE POLICY & GUIDELINES**

Include, but are not limited to, the following conduct:

- Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.
- Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
- Using profane, obscene, vulgar, threatening, defamatory, abusive, discriminatory, bullying, harassing or otherwise objectionable or criminal language in a public or private message.
- Threats to any person or organization.
- Violating copyright laws or plagiarism. (Users should assume that all materials available on the Internet are protected by copyright.)
- Sending "spam, chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
- Seeking, accessing, or downloading material that is not relevant to assignments or coursework.
- Using technology for non-educational purposes or activities.
- Attempting to harm, modify or destroy data or work of another user.
- Attempting to gain unauthorized access to system programs or technology, including attempts to override any firewalls or filters established on the network.
- Vandalizing school technology or online resources by causing physical damage, reconfiguring the computer system, or destroying data.
- Failing to log off the technology device at the request of staff member.
- Using BVT's technology or online resources for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- Using BVT's technology or online resources for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through the BVT's network, unless approved as a school assignment or project.
- Using the technology or online resources in a way that would violate any law, policies of BVT or the Student Handbook such as accessing, creating or transmitting websites or messages that are pornographic or obscene, threatening, discriminatory or meant to harass.
- Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

## **VIOLATIONS & PENALTIES**

A violation of the terms of this the Empowered Digital Use & Responsibility Guidelines, may result in suspension or restriction of technology and online resource access (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of BVT as set forth in the BVT Student Handbook and could also result in criminal prosecution where applicable.

BVT will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through BVT's technology or online resources.

**BVT ASSUMES NO RESPONSIBILITY FOR:**

- Any financial obligations arising out of unauthorized use of the system.
- Any cost, liability or damages caused by a user's violation of these guidelines.
- Any information or materials that are transferred through the network.
- The reliability of the data connection. BVT shall not be liable for any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a student finds materials that are inappropriate while using BVT's technology network, they shall refrain from downloading this material and shall not share the material with other students.

If a student encounters any material that they feel may constitute a threat against the safety of fellow students, staff members or the property of BVT, that student is obligated to report their discovery of such material to a teacher or to their Assistant Principal.

You must immediately disclose to your teacher any message that you receive that you believe is inappropriate or that makes you feel uncomfortable.

**LIMITS OF LIABILITY**

The BVT Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. The BVT Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.