

Cohasset Public Schools

Responsible Use of Technology Agreement for Students

Responsible Use Agreement for Students

The Cohasset Public Schools (“CPS” or “District”) endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with Internet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the Internet, instructional database subscriptions, wireless devices, networked equipment and other technologies that may become available for student use over time.

Students will follow school policies for appropriate use when using any Internet based services. These services are considered an extension of the school’s network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

Google Suite for Education

Users/families understand that this access is designed for educational purposes. CPS provides all students with a Google Suite for Education account.

- This account offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under CPS’s Google Suite for Education agreement, and additional services that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes.
- By agreeing to this policy , parents/guardians are giving permission for their student(s) under the age of 18 to use the network and any software that is deemed appropriate for educational use at CPS. *The district will not send home separate agreements for software that is used UNLESS it is deemed that it could be a student data privacy violation.*

For information on Google’s privacy and security, please click [here](#)

Purpose of the Responsible Use Agreement

The purpose of the CPD Responsible Use Agreement is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP applies to student use of computers, Internet, wireless devices, instructional database subscriptions, electronic mail and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP applies even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

CPS technology access for students in Cohasset is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

Student Responsibilities

★ I am responsible for practicing digital citizenship.

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.
- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

★ I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

★ I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.

★ I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyber bullying, is unacceptable and may result in disciplinary action.
- I understand that I cannot, for any reason, intentionally alter any likeness of any member of the Cohasset Public School using any form of image alteration programs (such as, but not limited to, artificial intelligence applications, DeepFake/FaceSwap/ReFace, etc.), including in an effort to discredit, harass, bully or intimidate that individual.

★ I am responsible for accessing only educational content when using District technology.

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

★ **I am responsible for respecting and maintaining the security of the District electronic resources and networks.**

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.
- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

★ **I am responsible for taking all reasonable care when handling District equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this agreement or any other use that is not included in the agreement but has the effect of harming another or his/her property.
- I will take care of the physical condition of the District equipment.

★ **I am responsible for respecting the works of others.**

- I will follow all copyright guidelines, and properly cite all sources including AI.
 - I will not copy and paste from the internet without permission or citation
 - I will use royalty free music/images for videos or projects.
 - I will give credit to creators, even if it's just a school project.
 - I will ask a teacher if I have any questions regarding copyright.
- I will not copy the work of another person or use AI and represent it as my own.

★ **I am responsible for personal technology when I bring in my own device to the school's buildings.**

- I understand that I am responsible for safeguarding my own equipment.
 - I understand that the District is not responsible for loss or damage to these personal device items.
 - I know that I am not to use any other student's equipment without permission of that specific student.
 - I will only access the District wireless capabilities, not my personal data plan, when using my equipment on campus because of the appropriate filtering.

Terms and Conditions of the CPS Technology Responsible Use Policy:

The signature for this Technology Responsible Use Policy is included on the Cohasset Public Schools Student/Family Handbook signature page. By signing the CPS Technology Responsible Use Agreement on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. Failure to fulfill these responsibilities may result in loss of access privileges or disciplinary action according to the school or District handbooks. The school District cannot provide access to any student who fails to sign this policy.