

ACCEPTABLE USE POLICY

The technology mission of the Cohasset Public Schools (CPS) is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers with Internet access, non-networked computers, peripheral equipment, as well as other forms of technology, are made available for students and staff use. CPS Technology access, this includes, but is not limited to the CPS Network, the Internet, digital cameras, video cameras, interactive boards, and printers are available to the students and staff of the Cohasset Public Schools to the extent that it is appropriate. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities for both students and staff. CPS Technology access, for students and staff in Cohasset, is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district is providing access to the CPS Technology for educational purposes only. All users must conform to the terms and conditions established by the district. All students and staff within the Cohasset Public Schools must read and sign this policy; students must also have their parents and/or guardians read and sign the policy. The school district cannot provide access for any staff or student, who fails to sign and return the policy.

Cohasset Public Schools

Terms and Conditions for CPS Acceptable Use Policy

1. Acceptable Use:

All CPS Technology use must be consistent with the educational objectives of the district.

- a. CPS Network accounts shall be used only by the authorized owner of each account.
- b. Credentials to the CPS Network shall be maintained by the district.
- c. Users that access any personal online accounts are solely responsible and liable for usage when accessing these accounts from within the CPS Network. All of the rules of the Cohasset AUP as outlined in the guidelines of usage on the CPS Network, apply to private email and other accounts from within the CPS Network.
- d. Use of the CPS Network must conform to all state and federal laws, and Internet Service Provider (ISP) policies.
- e. Users will be responsible for the appropriateness and content of public and private material transmitted or published on the CPS Network.
- f. Information sent, received, viewed, stored or maintained using the School District's network, and all hardware and software provided by or installed by the School District, are considered the property of the Cohasset Public Schools and are subject to review, inspection and monitoring at the sole discretion of the School District.

- g. As staff members are town employees, all electronic mail is acknowledged as public record and therefore subject to the requirements of the Public Records Law. G.L. c.66. Faculty must not include student last names in any electronic communication.
- h. Students are expected to practice Digital Citizenship which encourages respectful and kind acts of communication at all times, especially when utilizing Cohasset's electronic and/or digital resources. Respect and protection of the integrity of the code of conduct are expected at all times.

2. Unacceptable Use:

All CPS Technology users must understand and adhere to the following guidelines.

- a. Attempts to gain unauthorized access to accounts on the CPS Network are not permitted.
- b. Passwords must not be shared with any other user.
- c. The web filter used by the district shall be regularly updated to provide constant filtering of access capabilities. Any student who attempts to bypass these restricted sites (eg. personal hotspots) may lose their technology privileges.
- d. Users will be held liable for intentional destruction of CPS technology equipment.
- e. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening and obscene material, or material prohibited by trade secrets.
- f. Users must not try to gain unlawful access to other computers, networks, or information systems for the purpose of “hacking” and/or deliberately uploading/downloading “viruses” or other harmful forms of programming or vandalism.
- g. Modification of system or software settings on any district owned computers/technology included on the CPS Network, without specific permission from technology or administrative staff, is prohibited.
- h. Users shall not use the CPS Network for objectionable purposes including, but not limited to the following: interaction with strangers, impersonation, harassment, financial gain or political lobbying.
- i. Downloading objectionable materials/software is strictly prohibited.
- j. Works found, created or saved on the CPS Network must not be plagiarized, “Plagiarism is presenting another person’s ideas, words, or entire work as your own”... ‘Another person’ in this definition is not limited to a single person but may be two or more persons as well as a digital resource such as but not limited to an artificial intelligence program” (MLA).
- k. On-line chats and social networking sites of a non-educational nature (including instant messaging) are prohibited.
- l. No student or staff shall be subjected to harassment, intimidation, bullying, or cyberbullying in the Cohasset Public School District. (link to policy)
- m. Users shall not gain or seek information, obtain copies of or modify files or passwords to gain unauthorized access to district files.
- n. When using digital communication users must not transmit names, photos, or other personal information to strangers.

Violations of any kind will be handled immediately in accordance with the District's or school's disciplinary code.

3. Security:

The district will take measures to provide both network and personal security for its users.

- a. All users will sign-on to the CPS Network with a unique username and password with Two or Multifactor Authentication.
- b. CPS Network accounts are to be used only by authorized users for authorized purposes.
- c. Security solutions shall be used by the district to restrict web site access or content per the AUP.
- d. Users, including students, are required to notify their teacher or school representatives whenever encountering information or messages that are dangerous, inappropriate, or make the user uncomfortable.
- e. The Cohasset Public Schools will monitor Internet usage through several means, including the following: classroom teacher supervision, presence of other district staff or technological means.

4. Filtering:

The Cohasset School district will use Internet filters, as well as provide supervision of student CPS Network use, as measures to restrict and monitor network activity on all its computers.

- a. In the event that a user encounters a web site or link that is inappropriate, this should be reported to the teacher/principal immediately.
- b. If the district filters detect inappropriate content, district and building administrators will be notified.

DISCLAIMER: Pursuant to the Children's Internet Protection Act (CIPA), the Cohasset Public Schools uses CIPA compliant content filtering software to screen Internet sites for offensive material. There are millions of pages of content on the Internet. Users are cautioned that many of these pages contain offensive material including, but not limited to categories of, Adult content, Nudity, Sex, Gambling, Violence, Weapons, Hacking, Personals/Dating, Racism/Hate, and Illegal or Questionable material. It is difficult to avoid at least some contact with elements of this material while using the Internet. No filtering software is 100% effective and it is possible that the software could fail in certain instances or be unsuccessful at limiting objectionable content based on keywords of the material and how it may be embedded or hidden in a legitimate looking URL. Student and Staff Authorized Users access the Internet at their own risk. Information taken from :

<http://www.fcc.gov/cgb/consumerfacts/cipa.htm>

Children's Online Privacy Protection Rule ("COPPA") imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. Information taken from <https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>

5. Liability:

The Cohasset School District makes no warranty of any kind, neither expressed nor implied, for the CPS Technology access provided.

- a. The district will not be responsible for any damages one may suffer, including, but not limited to: loss of data or interruption of service.
- b. The district will not be responsible for the accuracy or quality of information obtained.

- c. The district will not be responsible for financial obligations or harm resulting from personal contacts arising through the use of the CPS Network. All users shall assume full liability: legal, financial, or otherwise, for their actions.
- d. Users shall assume full liability for damages, intentional or accidental, of district owned devices.
- e. The district is not financially responsible for personal devices.

6. Privacy:

CPS Technology access is provided as a tool for education.

- a. The district reserves the right to monitor, inspect, copy, review and store any and all usage of CPS Technology and digital content at any time and without prior notice.
- b. All such information is and will remain the property of the school district and no user shall have any expectation of privacy regarding such material.

7. Failure to Follow Policy:

CPS Acceptable Use Policy applies to all users of the network facilities and technology within our school district.

- a. Staff and students who fail to follow the policy shall be subject to disciplinary action that may result in the loss of CPS Technology privileges.
- b. All violations of the CPS Acceptable Use Policy shall be referred to the building principal. Sanctions will be consistent with existing disciplinary codes.

8. Digital Citizenship:

All users are expected to abide by the generally accepted rules of Internet etiquette.

- a. Appropriate language is expected at all times.
- b. Engaging in illegal and unethical activities is prohibited.
- c. Respect the privacy of others.
- d. CPS Technology access may not be in violation of our anti discrimination policies.

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