Ipswich Public Schools Student Computer Use Agreement

Introduction

Ipswich Public Schools (IPS) recognizes the need for students to contribute and excel in a connected, global community. Information and communication technology are part of the IPS curriculum, integrated in developmentally appropriate ways and aligned with the Massachusetts Curriculum Frameworks and standards. These include seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. To that end, the district provides ongoing student instruction that develops digital citizenship skills while using technology as a tool, with the expectation that all usage aligns with these educational goals.

Purpose

In compliance with Ipswich Public Schools (IPS) Policies IJND, IJNDB, IJNDD, and federal law, this agreement informs IPS students of the district's procedures related to student internet and electronic media use. IPS has implemented measures to protect students from obscene information and restrict access to materials harmful to minors. Any action that may expose IPS to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromised user safety is prohibited. Failure to follow these guidelines may result in disciplinary action up to and including expulsion and/or criminal prosecution. Students and/or their families assume full responsibility for any costs, liabilities, or damages arising from the student's use of IPS technologies.

Device Usage

The following terms apply to all students issued a device by IPS (including but not exclusively Chromebooks and iPads):

1. **Device Assignment**: Devices are provided to students for educational purposes only. K-2 students will use iPads in carts, while 3-5 students will use Chromebooks in carts. Students in middle school (grades 6-8) and high school (grades 9-12) will be issued a Chromebook as they enter the school, which is expected to last the duration of their middle or high school careers, respectively.
2. **Responsibility**: By accepting the device, students agree to handle it with care and respect. Devices are assigned to students for their exclusive use, and students are fully responsible for the condition and security of their assigned device.
3. **Care and Maintenance**: Students are expected to:
    - Keep food and beverages away from the device.
    - Avoid placing the device in extreme temperatures, wet, or humid areas.
    - Not disassemble or attempt repairs on the device.
    - Not lend their device to others.

    - Store and transport the device safely, including keeping it in a protective case when applicable.
    - Report any issues, damage, or loss immediately to school personnel. Failure to comply with these responsibilities may result in disciplinary action, fines, or suspension of technology privileges. For broken or lost devices, students may be subject to charges up to $100, and for a broken or lost charger, up to $25 based on administrative discretion.
4. **Device Collection**: Devices will be handed out at the beginning of the school year and collected at the end of the year for inventory, replacement of retiring devices, and condition checks. Students are responsible for their devices throughout the year.

Internet Use and Safety

1. **Content Filtering**: IPS provides content filters both inside the school and when devices are used off-campus. These filters, along with Google content filtering, are designed to protect students from accessing inappropriate content.
2. **Educational Use**: All internet access and device usage must be for school-related work. Students are expected to follow the IPS Computer Use Agreement at all times.
3. **Artificial Intelligence (AI) Use**: Use of these tools is restricted entirely for grades K-8, and requires teacher approval for usage for grades 9-12 (Google Gemini only). AI use by students without permission will be considered academic dishonesty and a violation of the Honor Code. Also see supporting document: IPS AI Parent/Guardian Statement.
4. **Digital Safety**: Digital safety practices are integrated into the curriculum, ensuring students are aware of safe and appropriate online behavior.
5. **Prohibited Use**: Engaging in illegal, offensive, or inappropriate activities online is strictly prohibited. This includes bypassing internet filters, using unauthorized VPNs or proxies, and accessing non-educational content.

Email Usage

1. **Middle School**: Students in middle school (grades 6-8) may use email within the IPS domain for school-related communication. All email communications should be school-related and follow district policies.
2. **High School**: High school students (grades 9-12) may use email both within the IPS domain and with external domains for educational purposes. All email communications should be school-related and follow district policies.

Personal Device Usage

Use of personal devices, such as smartphones or tablets, during school hours is at the discretion of the building principal and current policies. If allowed, students are expected to use these devices responsibly and follow all school guidelines regarding appropriate behavior and educational focus. Also, if allowed, as a courtesy, IPS provides network connectivity to students for personal devices through a Bring-Your-Own-Device wireless network. All traffic through this

network is subject to inspection and no expectation of privacy should be assumed. Students should keep personal use of devices to a minimum. Excessive use, as defined by district administration, is subject to disciplinary action.

Network Security

1. **Access**: The IPS network and computer equipment may only be accessed by users with valid IPS network accounts. Students should only use their assigned network accounts when accessing the district network or using IPS devices.
2. **Password Protection**: Students are not to share their network passwords or account information with others. Students should not allow another user to access a device currently logged into their own network account.
3. **Monitoring**: All IPS accounts and device usage may be monitored by authorized district personnel to ensure compliance with district policies and protect the rights and property of IPS.

Emergency Procedures

In the event of device theft or loss, students must immediately notify the school or IT office. While the school will assist in addressing the issue, students remain responsible for their devices and any associated costs.

Parent/Guardian Responsibilities

By signing the Ipswich Public Schools Student Handbook, parents/guardians acknowledge and agree to the terms of this Computer Use Agreement. They are responsible for discussing these guidelines and usage with their child and monitoring their use of school-issued devices at home.

1. **Google Workspace for Education**
   Ipswich Public Schools is a Google Partner and provides all students with Google Workspace for Education accounts. These accounts are required for accessing district technology resources (Chromebooks, Google Classroom, Gmail, Docs, etc.).

   Students will use both Google's **Core Services** (see: Core Services List) and, in some cases, certain **Additional Services** (see: Google Privacy Policy) to support teaching and learning.

   Ipswich Public Schools will create and maintain a Google Workspace for Education account for your child, and Google may collect, use, and disclose information **only as described in Google's policies**.

If you have questions about your child's account or wish to restrict or delete access, please contact the Technology Department at technology@ipsk12.net.

2. **At-Home Oversight**: Parents/guardians are encouraged to guide their child's use of the device as an educational tool at home, ensuring that the device is used for schoolwork and following acceptable use guidelines.

Consequences for Violations

Violations of this agreement or the Computer Use Agreement may result in the following:

- Loss of device or internet privileges.
- Disciplinary actions as determined by school administration.
- Financial responsibility for damaged or lost equipment.

Agreement Acknowledgment

By signing the Handbook and by using IPS technology, both parents/guardians and students agree to follow this Computer Use Agreement and the expectations set forth.