

DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

POLICY

ACCEPTABLE USE OF ELECTRONIC RESOURCES – STUDENTS AND STAFF

Adopted: 12/9/98
Revised: 3/25/15

Policy No. 7-796*

All technology resources and facilities, both hardware and software, are the property of the Danbury Public Schools and should be used solely for legitimate and authorized instructional, administrative and public service purposes. The Internet is considered an information source for students and staff. It is used as a part of curriculum, instruction and research. The wide area network allows students and staff to communicate and share information within and between buildings. District wide policies and regulations are intended to protect the network and make communications reliable. To maintain the integrity of the network, users are allowed to access appropriate software as needed, but not to install or modify existing hardware or software. Students and staff are trained in the appropriate use of the computer, the network, and the Internet. They are in turn expected to exhibit responsible behavior in the use of all resources.

RESPONSIBLE BEHAVIOR

The Danbury School System is responsible for:

- Developing an Acceptable Use Policy for network access.
- Providing training for administration and staff in the appropriate, ethical, responsible, and effective use of the information technology.
- Assuring that the users understand that failure to adhere to this Acceptable Use Policy will result in loss of privilege and/or disciplinary action.
- Making the users knowledgeable of privacy, copyright infringement, e-mail etiquette, computer viruses, and intended use of Internet resources.

Because filtering devices are not dependable means of preventing student access to inappropriate sites and materials, teachers shall instruct students to follow the guidelines in this acceptable use policy. In the case of mistakenly arriving at an inappropriate site, the user shall immediately back out of the site and students shall inform their teachers of the occurrence.

Users are advised that federal and state law protect intellectual material from copyright infringement and plagiarism. Electronically published resources may be copied only for the purpose of private study, scholarship or research. Material copied under these guidelines must include an appropriate citation of its source. It is the intent of the Danbury Public Schools to adhere to software copyright laws and to comply with license agreements. Only the legal number of copies will be made or used on school equipment.

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School employees and students are legally responsible for following these guidelines.

It is important that everyone understand, students and parents alike, that the Danbury Public Schools, as the owner of the network equipment, both hardware and software, intends to monitor and review the use of this technology to ensure that users engage only in appropriate uses. The Danbury Public Schools will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the network for educational purposes.

As part of the monitoring and reviewing, the Danbury Public Schools will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as the message delete function for e-mail and your personal password can be bypassed for these purposes. The Danbury Public Schools' ability to monitor and review is not restricted or neutralized by these devices.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of the network.

The Danbury Public Schools' reserve the rights to alter, amend, delete or discontinue the foregoing policies in whole or in part, at any time and in its absolute discretion.

Continuing advances in technology are bringing about many changes within our society that have an increasing impact on the way we obtain, process, evaluate and use information. Students in the Danbury Public School District should receive the benefits available through the instructional use of technology that will assist them in accomplishing the educational goals of the district.

The Board of Education will ensure that all students have an equal opportunity to:

1. Gain an understanding of the applications and social implications of technology in society;
2. Develop skills in the use of technology as learning, communications and problem solving tools;
3. Develop skills in the use of technology that can enhance further education or employment opportunities.

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POLICY

***ACCEPTABLE USE OF ELECTRONIC
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Adopted: 12/9/98
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An Instructional Technology Plan shall be developed, implemented, evaluated and updated to:

1. Provide equitable student and teacher access to technology in each school as funds permit;
2. Provide instructional personnel with appropriate in-service in the use of instructional technology;

Develop instructional objectives for students that will assist them in reaching educational goals approved by the Board through the use of technology.

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DANBURY PUBLIC SCHOOLS

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REGULATIONS

**ACCEPTABLE USE OF ELECTRONIC
RESOURCES- STUDENTS AND STAFF**

Revised: 3/25/15

Policy No. 7-796

Danbury Public Schools provides students and staff access to a multitude of electronic resources. These resources are the property of DPS and should be used solely for legitimate and authorized instructional, administrative and public service purposes to enhance learning and improve communication within the school district and to the global community. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes the responsibility of students, staff, and public to exercise appropriate personal responsibility in the use of these resources. The district's policies are intended to promote the most effective, safe, productive, and instructionally sound uses of network and its tools. Danbury Public Schools makes a good faith effort to protect its students and staff from exposure that are harmful or explicit. The district maintains a system of filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

One of the roles of Danbury Public Schools is to train our school community to be responsible digital citizens who use information and technology in safe, legal, and responsible ways. In alignment with the Danbury Public Schools Learning Tree, a responsible digital citizen is one who:

- **Respects one's self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respects others:** Users will refrain from using technologies to bully, tease or harass other people.
- **Protects one's self and others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respects intellectual property:** Users will suitably cite any and all electronic resources such as the use of websites, music, books, media, etc. that is used for any purpose.
- **Protects intellectual property and follows fair use guidelines:** Users will request to use the software and media others produce and adhere to fair use guidelines of other's intellectual property.

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REGULATIONS

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RESPONSIBILITIES:

The Danbury School System is responsible for:

- Providing an Acceptable Use of Electronic Resources Agreement*
- Providing training for administration, staff, and students in the appropriate, ethical, responsible, and effective use of the information technology.*
- Assuring that the users understand that failure to adhere to this Acceptable Use Agreement will result in loss of privilege and/or disciplinary action.*
- Making the users knowledgeable of privacy, copyright infringement, email etiquette, computer viruses, and intended use of Internet resources.*

It is important that everyone, staff, students and parents alike, understand that the Danbury Public Schools, as the owner of the network equipment, both hardware and software, intends to monitor and review the use of this technology to ensure that users engage only in appropriate uses. The Danbury Public Schools will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the network for educational purposes. The Danbury Public Schools' reserve the rights to alter, amend, delete or discontinue the foregoing policies in whole or in part, at any time and in its absolute discretion.

As part of the monitoring and reviewing, the Danbury Public Schools will retain the capacity to bypass any individual password of a student or other user. Users will be reminded of the The Danbury Public Schools' ability to monitor and review access each time a user logs into the district's network via a mobile or desktop device. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of the network.

The Board of Education will ensure that all students have an equal opportunity to:

- 1. Gain an understanding of the applications and social implications of technology in society;*
- 2. Develop skills in the use of technology as learning, communications and problem solving tools;*
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- 1. Plan and maintain for equitable student and staff access to technology as funds permit;*
- 2. Provide instructional personnel with appropriate in-service in the use of instructional technology resources,*
- 3. Develop instructional objectives for students that will assist them in reaching educational goals approved by the Board through the use of technology.*

Violations of the Danbury Public Schools Acceptable Use Agreement include, but are not limited to items as identified in the following:

**Elementary, Middle, High School Conduct Codes,
Bullying/Cyberbullying Behavior in the Schools Policy 7-797,
Employees Social Networking Policy 4-303**

RULES AND REGULATIONS FOR
Acceptable Use of Electronic Resources Agreement
Student Contract Grades K-12

I understand that use of the Danbury Public Schools electronic resources is a privilege, and I will abide by the "Acceptable Use Policy of Electronic Resources Agreement. I understand that the Internet and other electronic resources may contain material inappropriate for school use and, therefore, I will take personal responsibility not to access this material. I recognize that it is impossible for the Danbury Public Schools to prevent access to all controversial materials resources, and I will not hold Danbury Public Schools responsible for materials, or information of any kind, found or acquired on the network. I further understand that any violation of the regulations in this policy is prohibited and may constitute grounds for legal action against me, including but not limited to, a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school discipline and/or legal action may be taken in the discretion of the Danbury Public Schools.

I fully understand that the Danbury Public Schools has reserved the right to, and will whenever it deems necessary, monitor and review my use of the network resources for compliance with this agreement and all applicable policies, laws and restrictions. Although I will have a password for access to the network, the Danbury Public Schools has my permission to bypass such password or other network security devices for the purpose of monitoring and review of my network use. I understand that once signed, this document is legally binding upon me.

Student Name _____

Parent/Guardian Name _____

Grade _____ Date _____

Student Signature _____

School Name _____