Instruction

Acceptable Technology Use Policy

The Shelton Public Schools recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Committee also believes that students and staff need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, Shelton Public School students and staff will use electronic resources as a powerful and compelling means to learn and to apply skills in relevant and rigorous ways. It is the District's goal to provide students and staff with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable students and staff to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The Shelton Board of Education directs the Superintendent and his/her designees to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Shelton Public Schools provides computers, computer systems, software and other electronic resources as well as network access privileges for students and staff to carry out the mission of the Committee in an environment which ensures up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software and other electronic resources as well as the network are the property of Shelton Public Schools and are to be used only for those activities directly related to teaching, learning and/or management by students and staff. The equipment, infrastructure, and software and other electronic resources as well as the network are not to be used for personal gain or illicit/illegal activity by any student or staff member.

All users are hereby made aware that all information on Shelton Public Schools computers, computer systems, and networks are in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Therefore, Shelton Public Schools reserves the right to bypass any or all individual or group passwords to determine the activity on any or all computers, computer systems, software and other electronic resources as well as network access privileges.

Legal References: Connecticut General Statutes

10-209 Records not to be public

53a-18-2b Harassment in the first degree: Class D felony. (As amended by PA 95-143)

18 USC § 25 10-2522 electronic communication Privacy Act
20 U.S.C. Sections 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's online Protection Act of 1998

Federal Family Educational rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P. L. 93-568, codified at 20 U.S.C. 1232g.)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 General Educ. Provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, the Copyright Act of 1976, 17 U.S.C. 101 et. Seq.

Approved December 17, 2014   **Shelton Public Schools**

Acceptable Technology Use Community Agreement

These procedures are written to support the Acceptable Technology Use Policy of the Shelton Public Schools and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely, ethically and with civility in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

The district retains control, custody and supervision of all computers, networks and Internet services owned or leased by the district. The Board of Education reserves the right to monitor all computer and Internet activity by employees and other system users. Employees and student have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Employees and students are expected to use appropriate judgment and caution in communication concerning students and staff to ensure that personally identifiable information remains confidential.

Network

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail, installed software and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.

All use of the network should support student instruction, research and staff development and be consistent with the mission of the Shelton Public Schools.

Acceptable network use by Shelton Public School's students and staff includes:

1. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;

2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support student instruction and staff development;

3. Publication through the internet of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

4. Utilization of the network for staff and student's incidental personal use in accordance with all district policies and regulations;

5. Connection of staff and student personal laptops or other computing devices to the Shelton Public Schools' network after checking with the building principal to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all regulations in this document.

Students are required to adhere to all portions of this policy. Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a responsibility to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the policies and rules concerning student computer and internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

Unacceptable network use by the Shelton Public School's students and staff includes but is not limited to:

1. Personal gain, unauthorized fundraising, commercial solicitation and compensation of any kind;

2. Liability or cost incurred by Shelton Public Schools;

3. Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval;

4. Support or opposition for ballot measures, candidates and any other political activity;

5. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;

6. Unauthorized access to other Shelton Public School computers, networks and information systems;

7. Cyberbullying, hate mail, defamation, threats, harassment of any kind, and discriminatory language (such communications may also be a crime);

8. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing):

9. Accessing, uploading, downloading, storage and/or distribution of obscene, pornographic or sexually explicit material; and

10. Attaching unauthorized equipment to the Shelton Public School's network. Any such equipment may be confiscated;

11. Participating in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that do not support student instruction, research and staff development or promote cyberbullying and harassment of any kind.

In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of District computer systems for the purpose of carrying out such behavior is also prohibited.

The Shelton Public Schools will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Shelton Public School's computer network or the Internet. Shelton Public Schools assumes no responsibility for any unauthorized charges made by employees including but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Internet Safety

Personal Information and Inappropriate Content:

1. No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to Shelton Public Schools regulations. In accordance with the student handbook definition and requirements parents may opt-out of having their student's information used in this way. If this is done it will be recorded in Infinite Campus and be considered permanent until revoked.

2. If students or staff encounters dangerous or inappropriate information or messages, they must notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's internet Protection Act (CIPA) and other objectionable material. The determination of what constitutes "other objectionable" material is a Shelton Public School's decision and will be consistent with the policies and regulations of Shelton Public Schools.

1. Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

2. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

3. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes. On the occasion when spam does make it to a student or staff's email box it should be deleted. It should not be forwarded including to the Technology Department;

4. The district will provide appropriate supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;

5. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a concerted effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

6. Staff must make a concerted effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (title 17, USC) and content is cited appropriately.

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

1. Change passwords according to district schedule;

2. Do not use another user's account;

3. Do not insert passwords into e-mail or other communications;

4. If you write down your user account password (not recommended), keep it in a secure location;

5. Do not store passwords in a file without encryption;

6. Do not use the "remember password" feature of Internet browsers; and

7. Log off if leaving the computer. Lock the screen may be used for those people who exclusively use 1 computer.

Student Data is Confidential

District staff as well as students related to their peers, must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education, research and staff development in support of the Shelton Public School's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the Shelton Public School's Acceptable Use).

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension, termination and/or expulsion, depending on the specific conduct.

Violation of any of the conditions of use explained in the Acceptable Technology Use Policy or in these procedures could be cause for disciplinary action, including suspension or revocation of network and computer access privileges of employees and students, as well as other permissible disciplinary actions as defined in other student and staff policies and administered by district administration.

The employee or student shall be responsible for any losses, costs or damages incurred by the district related to violations of district policy or these regulations for which they are responsible.

Employee Acknowledgement Required

Each employee and student authorized to access the schools computers, networks and Internet services is required to acknowledge that they have read and understood this policy and regulations.

Internet Safety Guidelines

The Internet is one of the most valuable tools which staff and students can use to share resources, communicate ideas, and explore new information. The following guidelines and conditions have been developed to ensure appropriate use of the Internet by students and staff:

1. Keep personal information (name, address, personal phone number, password) private and off- line;

2. Participating in "chat" rooms or subscribing to Listserv's without permission is prohibited;

3. Be polite in language and demeanor and refrain from publishing libelous statements about any group or individual;

4. Using profanity, obscene or defamatory language, and accessing messages or pictures deemed inappropriate, obscene or pornographic is prohibited;

5. Observe all Shelton Public School rules with regard to proper written and oral communication and appropriate behavior;

6. Respect the electronic property of others;

7. Damaging and/or altering computer hardware and software, computer systems, files, and networks, including the introduction of viruses is prohibited;

8. Observe all district/school rules and local, state, and federal laws and guidelines (including copyright) while using district/school resources;

9. Using the network for commercial purposes, including the purchase or sale of personal goods and services is prohibited;

10. Be aware that network storage areas, like other district/school storage areas (e.g., file cabinets, lockers), and files or communications (e.g., e-mail messages) stored in these areas, may be reviewed by network administrators to ensure system integrity and responsible use.

11. Web pages, blogs, wikis or other online resources must comply with district/school rules, local, state, and federal laws and regulations.

12. Content of web pages, blogs, wikis or other online resources should be consistent with the mission statement of Shelton Public Schools and/or the school and support the work of the district and/or school (e.g., for schools – enhance the curriculum, and support student learning and ancillary student activities). Staff who use the network to post instructional web sites, blogs, wikis or other online resources should follow district/school guidelines for size, scope, and content.

13. No individual may post profane, libelous or defamatory statements about any group or individual.

14. Staff members must inform their building administrator of posted professional web sites.

15. Students may only post web sites under the guidance and supervision of a teacher and should conform to district/school guidelines for size, scope, and content. Student web sites must be related to the curriculum and must be reviewed by the classroom teacher with prior permission of the building principal or designee.

16. Personal information about staff and/or students, including personal telephone numbers and addresses, may not be posted on web sites. Individual photographs with student names should not be included without first reviewing the need with the building principal.

17. Any information posted on web sites must be the original material of the Shelton Public Schools/school staff or students or be in the public domain. All materials will be held to the same publishing standards and criteria as print publications. Copyrighted material, text, or graphics may only be used with the written permission of author or publisher.

18. Shelton Public Schools/schools reserve the right to publish student work on its web site. Such work will be identified only by first name and last initial. Official school newspapers and newsletters are exempt from this guideline.

19. While teachers and staff are encouraged to publish their work voluntarily, the Shelton Public Schools/schools will obtain permission from staff members prior to posting their individual work or creations on the district's web site, Internet, or on-line databases. Collaborative work done for the district/school may be published without permission.

20. All curriculum is the property of Shelton Public Schools and may be published on the district/school web site and/or network using approved tools.

21. Commercial use of web pages for endorsements (i.e., fundraising) will be subject to district/school policy and review.

22. Links to support groups or organizational officially recognized by the district/school (e.g., PTO) will be allowed with the approval of the office of the Superintendent or designee.

E-Mail Communication Guidelines

1. E-mail use must comply with district/school rules, local, state, and federal laws and regulations.
2. Users should consider all e-mail to be in the public domain. Therefore, Shelton Public Schools/the school reserves the right to bypass any or all passwords to determine e-mail activity.
3. E-mail is to be used primarily for those activities directly related to teaching, learning, and/or management by students and staff.
4. The equipment, infrastructure and software are not to be used for personal gain or illicit/illegal activity by any student or staff members.
5. Be polite in language and demeanor and refrain from making libelous statements about any group or individual.
6. Spamming (sending unsolicited junk mail) and chain letters is prohibited.
7. Care should be given with confidential or personal matters to ensure they remain private.
8. Password sharing, accounting sharing, thwarting security, anonymous communication, and concealing one's identify are prohibited.
9. Users will be liable for any unauthorized costs incurred by the district/school.
10. Users should delete e-mail files as soon as possible when no longer needed or required by law.
11. Users should not open attachments from unknown sources. If sources are known, attachments should be saved to disk before opening. This allows for better virus detection by the anti-virus software.
12. In the spirit of being a quality district focusing on continual improvement, the following are offered as memory joggers for things we at Shelton Public Schools say and do while carrying out our responsibilities to those for whom we work and to our colleagues in the work place. Since there is no direct verbal or visual link between people in electronic mail, the following are suggestions for successful communication:

- Do not let e-mail become a substitute for personal contact.
- Please think about who else, beside the person to whom you are sending mail, may read your message.
- Try to picture how your message receiver will react when reading your message.
- Please think about the tone of your message; inadvertent sarcasm or harshness might be misinterpreted.
- Begin electronic mail messages with greetings.
- Communicate messages clearly and concisely.
- Check your messages for appropriate grammar and punctuation.
- Verify any attachments you may be sending.
- Read and re-read your message before sending it; think about the receiver of the message.
- Keep in mind that readers will respond more willing to the writer who remembers the human element.
- Check your e-mail regularly and respond to the writer as soon as possible.
- When sending e-mail do not assume that the recipient has read the message.
- Remember that your message may easily be forwarded to another person.
- Remember that even though the medium is electronic, the recipient of the message is human.

Guidelines for Voicemail Communication

1. Do not let voice mail become a substitute for personal contact.
2. Create a voice mail greeting that communicates important messages with clarity.
3. Change your voice mail greeting to reflect changes in your schedule.
4. Remember that even though the medium is electronic, the recipient of the message is human.
5. Give the caller a means to reach another person who may be of assistance.
6. Check your voice mail regularly and respond to messages as quickly and efficiently as possible.
7. If you are leaving a message with a telephone number, speak slowly so the recipient can write the number correctly.

Electronic Information Resources Access Agreement
Grades K-12

I, _____, as a user of the Shelton School District's electronic information resources and computer networks, have read and accept and agree to abide by the Electronic Information Resources Policy of the Shelton Board of Education, and with the following preconditions of my use of the District's electronic information resources.

1. I will use the electronic information resources only for educational and research purpose, and only as those purposes are consistent with the educational objectives of the Shelton Board of Education.
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times.
3. I will be considerate of others electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
4. I will not give out any personal information about myself or anyone else while using these resources;
5. I will make responsible decisions while accessing and using these resources;
6. I will not knowingly degrade or disrupt electronic information recourses, services, or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws;
7. I will immediately report any problems or breaches of these responsibilities to my child's teacher or to the school personnel who is monitoring my use of these resources;
8. I will report all security problems I identify while using these resources to my child's teacher or to the schools staff who is monitoring my use of these resources;
9. I will act responsibly at all times, and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment.
10. If I do not follow these rules, I know that I may lose my privileges to use the access to school information that I may be disciplined for not following the rules, and I may have to pay for any damage I cause by my misuse of these resources

Print Name:_____

Signed: _____

Date: _____/_____/____

Parental Consent

I give the Shelton School District my permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Electronic Information Resources Access Agreement and the Board's Electronic Information Resources Policy, and have explained and discussed its importance with my child. I understand that prior to my child's use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the Board's Electronic Information Resources Policy.

I understand, and I have explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow the agreement and the Board's policy. I understand I may be held liable for the costs incurred by my child's deliberate misuse of electronic information resources or the District's electronic equipment or software programs.

I understand that the Shelton School District has no control over the content of the information available on the Internet, which is a worldwide group of interconnected computer networks. I understand that the district will employ filtering programs, access controls, and monitoring by teachers to protect students from any misuse and abuse as a result of their use of the District's electronic information services. I also understand that material, which I might consider controversial and offensive, may be accessed by my child. I will not hold the Board liable for materials my child obtains from these electronic information resources. I will be responsible for my child's use of electronic information resources, which he/she uses in other than a school setting.

Signed: _____
(Parent or Guardian)

_____
(Print your name)

Print Child's Name: _____

Date: _____

Technology and Instruction
Electronic Information Resources Access Agreement

Shelton School District Staff

I,_____as a user of the Shelton School
District's electronic information resources and computer networks, have read and accept and
agree to abide by the Electronic Information Resources Policy of the Shelton Board of
Education, and with the following preconditions of my use of the District's electronic
information resources.

1. I will use the electronic information resources only for educational and research
   Purposes, and only as those purposes are consistent with the educational objectives of the
   Shelton Board of Education;

2. I will use electronic information resources in a responsible, ethical, and legal manner at
   all times;

3. I will be considerate of other electronic information users and their privacy and I will use
   Polite and appropriate language at all times while accessing and using these resources;

4. I will not give out my password information or any personal information about myself or
   anyone else while using these resources;

5. I will make responsible decisions while accessing and using these resources;

6. I will not knowingly degrade or disrupt electronic information resources, services or
   equipment, and I understand that such activity may be considered to be a crime and
   includes, for example, tampering with computer hardware and software, vandalizing or
   modifying data without permission, invoking computer viruses, attempting to gain access
   to restricted or unauthorized networks or network services, or violating copyright laws;

7. I will immediately report any problems or breaches of these responsibilities to the
   appropriate school personnel who is monitoring my use of these resources;

8. I will report all security problems I identify while using these resources to appropriate
   school personnel who are monitoring the use of the use of these resources;

9. I will act responsibly at all times, and will avoid all other activities that are considered to
   be inappropriate in the non-electronic school environment;

10. If I do not follow these rules, I know that I may lose my privileges to use the computers
    at school that I may be disciplined for not following the rules, and I may have to pay for
    any damage I cause by my misuse of these resources.

11. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws, and that I may be prosecuted for violating those laws.

12. I will not load or install any hardware or software, not provided by the district, onto any district computer, network or peripheral.

STAFF ACCESS

I have read, understand and will abide by both the "Shelton Public School District Acceptable Use Policy" and the "Student Acceptable Use Procedures". I further understand that any violation of the Policy or Procedures may enact school district disciplinary procedures or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school district disciplinary actions may be taken, and/or appropriate legal action may be initiated.

I understand that from time to time additional guidelines for technology use may be deemed necessary by the school district administration. These guidelines will be distributed to staff via email and be permanently placed on the district technology web site for review. It is my responsibility to be familiar with these guidelines and to respect them as an addition to this Acceptable Use Policy.

I understand that the Internet is a worldwide group of multiple computer networks. I know that the Shelton Public Schools do not control the content of these Internet networks. When using the networks, I realize that I may read or view material that I might consider controversial or offensive. I am requesting access to the schools' computer data networks and the Internet.

Staff Member's Name (please print):_____

Staff Signature: _____ Date: _____

NOTICE:

Specific guidelines have been set up for teachers and students to help them understand what copyrighted files they may download from the Internet for SCHOOL RELATED PROJECTS. It describes how they may use these files, how much of them they can use and for how long. This includes, copyrighted text, videos, audio, pictures, etc. These guidelines can be found as part of the technology department website. Additional guidelines may be created from time to time as technology is ever changing. These guidelines will be distributed via email and placed on this web site.