Instruction

Computers: Responsible Computer, Network and Internet Use

Overview

The Brookfield Board of Education (Board) provides its students and staff access to a multitude of technology resources. Access to information and communication technologies (ICT) is considered a privilege and not a right. ICT resources consist of any technology and/or devices that access or convey information, software applications, Internet resources and Internet environments.

These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond the local campus. The advantages of having access to these resources are viewed by the Board as far greater than any potential downside. However, coupled with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The policies of the Board are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The Brookfield Public Schools District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen

The District uses information and technology in safe, legal, and responsible ways. It is incumbent upon all members of the school community to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct. Therefore, a responsible digital citizen, whether staff, student or volunteer, is one who:

- **Respects One's Self.** Users will select online names that are appropriate and honest about one's identity, and will consider the information and images that are posted online. Users will communicate and interact with others in respectful ways.

- **Respects Others.** Users will refrain from using technologies to bully, tease or harass other people. Users will not access or use hate-based or sexually explicit materials nor will they disparage others.

- **Protects One's Self and Others.** Users will protect themselves and others by reporting abuse and not creating and/or forwarding inappropriate materials or communications. Users will adhere to age requirements and guidelines of all websites. Users will protect personal information and respect the privacy of others' information.

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Digital Citizen (continued)

- **Respects Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.

- **Protects Intellectual Property.** Users will request to use the software and media others produce. Respect will be shown for intellect and creativity by asking permission, giving credit and observing the law.

- **Respects Classroom Guidelines.** Users will follow all guidelines set by teachers regarding the use of electronic devices. Users will respect teachers by keeping all communication school related.

Expectations

Responsible use of the technology resources provided by the Board is expected to be ethical, respectful, academically honest, and supportive of the school's missions of the school and District. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including but not limited to electronic mail) to insure that users are using the system in accordance with Board policy. Users should not expect that files stored on servers or disks or other storage methods or devices will be private.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of electronic devices should be consistent with the Board's educational objectives, mission and curriculum.

- Creating, possession or transmission Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material and threatening or obscene material.

- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.

- Software Hardware, software, applications and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.

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Expectations (continued)

- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.

- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.

- Files stored on district-managed networks and district managed cloud services are the property of the school district and, as such, may be inspected at any time and should not be considered private.

- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

- Taking or making audio or video recordings without permission in any context in which the person or persons being recorded has a reasonable expectation of privacy is prohibited. Such physical areas may include but are not limited to private offices, restrooms, changing rooms, labs, classrooms and conference rooms. The use of electronic devices to transmit or record conversations without explicit permission and acknowledgement of all parties is prohibited. Exceptions for law enforcement purposes may be granted. Any other exceptions must comply with applicable polices and laws and approved in advance by appropriate personnel.

Communications via ICT resources are often public in nature and general school rules and communication apply. It is expected that users will at all times comply with District standards and will act in a responsible and legal manner in accordance with District standards as well as with federal and state laws.

It is important that all users and parents understand that the District, as owner of the ICT resources, reserves the right to monitor and review the use of ICT resources. Such monitoring or review will be limited and done, as needed to ensure that the systems are being used for District-related educational purposes. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

~~Optional Language~~: Monitoring access is for, but not limited to, the following reasons:

- Ensuring the safety and security of people and resources;
- Ensuring positive learning and work environments;
- Keeping schools safe from harassment, intimidation or threats;
- Ensuring ICT resources use relates to educational mission and goals;
- Preventing breaches of confidentiality;
- Preventing and investigating potential and active cybersecurity breaches
- Prevention of copyright infringements;
- Ensuring appropriate Internet access;
- Ensuring appropriate communication messages, such as email, blogs, chats and discussion forums; and
- Ensuring appropriate file downloads and print requests.

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Computers: Responsible Computer, Network and Internet Use

Policy Violations

The District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or ~~dismissal~~ expulsion from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Legal Reference: Connecticut General Statutes

53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 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

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Replace Brookfield's Policy with CABE's: BROOKFIELD PUBLIC SCHOOLS
                                                      Brookfield, Connecticut

Instruction

Telecommunications/Internet - Acceptable Use

BROOKFIELD PUBLIC SCHOOLS
BROOKFIELD, CONNECTICUT

Internet Use Agreement

Please read this document carefully before signing.

~~Internet access is now available to students and teachers in the School District.~~

The Board of Education is pleased to bring this access to _____ and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teaches and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

~~The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:~~

~~1)   electronic mail communication with people all over the world;~~
~~2)   information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions;~~
~~3)   public domain software and shareware of all type;~~
~~4)   discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics; and~~
~~5)   access to many University Library Catalogs, the Library of Congress and ERIC.~~

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a District user violates any of these provisions, his or her privileges/account will be ~~terminated~~ suspended and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Instruction

Telecommunications/Internet - Acceptable Use

Internet - Terms and Conditions

l)   **Acceptable Use -** The purpose of the ~~National Science Foundation Network (NSFNET),~~ Connecticut Education Network (CEN) which is the backbone network to the Internet, is to support research and education in and among academic institutions in Connecticut and the United States by providing access to unique resources and the opportunity for collaborative work. The use of telecommunications/an electronic mail account must be in support of education and research and consistent with the educational objectives of the School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any ~~United States or~~ federal, state, or local law, regulation or Board Policy or Regulation is prohibited. This includes, but is not limited to: copyrighted material threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.

2)   **Privileges -** The use of the Internet is a privilege, not a right, and inappropriate use will result in a ~~cancellation~~ suspension of those privileges, potential disciplinary action up to and including expulsion from school as well as potential referral to law enforcement. ~~(Each student who uses the Internet or who receives an account will be part of a discussion with a district faculty member pertaining to the proper use of the network.)~~ District ~~System~~ administrators will deem what is inappropriate use and the decision is final. Also, the system administrators may close, modify and/or limit access to an account at any time as required. The administration, faculty, and staff may request the District Internet administrator to deny, revoke, or suspend specific user accounts.

3)   **Network Etiquette -** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   a.   Be polite. Do not get abusive in your messages to others.
   b.   Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities or activities otherwise prohibited by Board policy or regulation are strictly forbidden.
   c.   Do not reveal your personal address or phone number ~~or,~~ or other personal information those of students or colleagues.
   d.   Note that electronic (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities~~.~~ And subject users to disciplinary action up to and including explusion.
   e.   Do not use the network in such a way that you would disrupt the use of the network by other users.
   f.   ~~All communications and information accessible via the network should be assumed to be private property.~~

4) The ~~School~~ District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. The District specifically denies any responsibility for the accuracy of quality of information obtained from the Internet.

5) **Security -** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) **Vandalism -** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the ~~NSFNET Internet backbone~~ District's network and internet services. This includes, but is not limited to, the uploading or creation of computer viruses. If there is any cost involved in repairing such vandalism, the cost will be assumed by the parent/guardian or the student if he/she is 18 years or older.

Instruction

Telecommunications/Internet - Acceptable Use

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Brookfield Public Schools
Internet Use Agreement

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~~Internet access is now available to students and teachers in the School District.~~

The Brookfield Board of Education (Board) is pleased to bring this access to _____ and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

_____
Student Signature   *Date*

_____
School   *Grade*

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet, to have an account and certify that the information contained on this form is correct.

_____
Parent or Guardian's Name (Please Print)

_____
Signature   *Date*

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SPONSORING TEACHER

I have read the Internet Use Agreement and agree to review this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

_____
Teacher's Name (please print)

_____
Signature   *Date:*