Technology Resources Purpose

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources will be used in a manner consistent with the mission and values of the Needham Public Schools (NPS).

The purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer, research, and apply knowledge; record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, the NPS provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to use them appropriately.

Supervision and Monitoring

Use of NPS computers and servers is subject to the following terms and conditions.

- The use of technology resources is a privilege that may be revoked at any time.

- District administrators have the authority to deny, revoke, or suspend individual user accounts.

- Files stored on the NPS servers and devices are not private. NPS reserves the right to examine all data stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy.
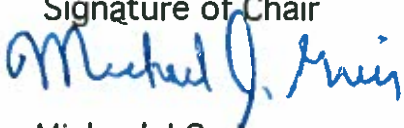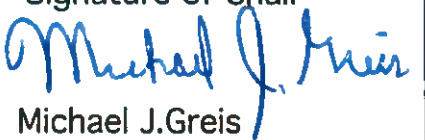
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Student Access

Each student and his/her parent or guardian are required to sign and submit an acknowledgement that they together have reviewed the Responsible Use of Digital Resources Policy and agree that the student will comply with its terms. Students 18 or over must sign the acknowledgment for themselves.

Student Email

Needham Public Schools may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Roles and Responsibilities

Students will adhere to the following rules for appropriate use

1. Respect and protect the integrity, availability, and security of all electronic resources.

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by NPS are prohibited.

- Resources shall be used in a manner consistent with the mission of the NPS.

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- Network and account security is the responsibility of all members of the NPS community. Any security risks should be reported to a teacher or network administrator.

- Students will not utilize the Internet or any technology resource to perform any act that can be construed as illegal or unethical.

- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member.

- Computers not owned and managed by the NPS may not be connected to the NPS network without specific permission.

- Devices, including student owned devices, that disrupt the educational process or operation of the NPS are prohibited and will be removed. Such devices may be held and searched.

- Students will not deliberately damage any of the District's systems or cause the loss of other users' work.

- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

2. Respect and protect the intellectual property of others.

Students will follow guidelines regarding the use of work belonging to or created by others as outlined in the student handbook. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students will follow those expressed requirements when using the work.

- Students will not plagiarize the work of others. Students must

properly cite the work of others in schoolwork and research papers

- Students will not infringe copyrights. Students may not make illegal copies of music, games, movies, software, or other materials under copyright.

3. Provide for the safety and privacy of self and others

All users are expected to adhere to principles of safety and privacy.

- Students will not share passwords.

- Students will login to their own accounts, not accounts belonging to someone else.

- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized.

- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.

- Students will not distribute private information (e.g., address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.

- Students will not pretend to be someone else online.

- Students will not agree to meet with someone they have met on-line without the approval and or participation of a parent or guardian or teacher.
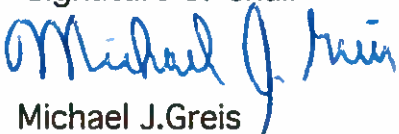
4. Respect and practice the principles of community.

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

- Students will report threatening or discomforting materials to a teacher or trusted adult.

- Students will not access, transmit, copy, or create material that violates the school's code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).

- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).

- Students will not use NPS resources to further other acts that are criminal or violate the school's code of conduct.

- Students will not send spam, chain letters, or other mass unsolicited mailings.

- Students will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation

Violation of any portion of this policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Needham Public Schools as well as with applicable laws and this policy.

All network connections, hardware, and software procured, maintained, or managed by the NPS for student use remain the property of the NPS.

Legal References

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's on-line privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Needham Public Schools works diligently to comply with COPPA requirements. Needham Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Needham Public Schools will use an internal school district identification number to represent each student user.

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Children's Internet Protection Act

The Needham Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Needham Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Needham Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.