STUDENT USE OF COMPUTERS, DEVICES AND THE INTERNET
Goffstown School District
Student Technology Responsible Use Regulations

The use of technology is a part of each student's work in the Goffstown School District. It is a privilege and must be respected and used wisely. The "use of technology" includes:

1. Using District-owned technology and personally owned technology devices for school purposes whether on or off school property. (RSA 189:66-V – Student Information Protection and Privacy)

2. Using a device to access a school network or the Internet through the school network, accessing District systems including but not limited to the Student Information System (PowerSchool), the Learning Management System (Schoology), online productivity tools (Google Applications for Education/Microsoft Office 365) and the network (used when a student logs into a District device or platform).

Technology in the Goffstown School District is provided for educational purposes that support the mission, vision, core beliefs and goals of the District. The Goffstown School District's Student Use of Computers, Devices and the Internet Policy applies to all students' use of all District and student-owned technology devices and systems accessed on or off school property. (RSA 189:66-V – Student Information Protection and Privacy)

The expectations below provide appropriate and ethical use expectations for students but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. Some activities are expressly prohibited by law . Other activities are inappropriate as defined by the administration of the District. Students, parents, and staff who have questions about whether a particular activity or use is prohibited, are encouraged to contact a building administrator or the Director of Technology.

We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and our code of conduct. Violation of any of these policies will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion. Additionally, violations will be referred to the Goffstown Police Department if appropriate. This Policy applies to all District-owned technology and privately-owned technology that is connected to the Goffstown School District's Internet/network and on privately owned networks while on school property or while accessing District systems. In general, successful operation of the District's technology and software systems requires that all users conduct themselves in a responsible, decent, ethical, and polite manner. The user is ultimately responsible for their actions when using District technology devices and software system.

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Safety, Security and Privacy

1. All accounts must be used solely by the designated user.

2. All accounts must be used for academic purposes and must be used in accordance with District Policy JICL – Student Use of computers, Devices, and the Internet.

3. Students must keep their login and passwords personal and private.

4. Students must never reveal any personal information such as full name, address, or phone number of themselves on any unsecured electronic medium unless it is under the direction of a teacher/parent/guardian. Students must never reveal any personal information such as full name, address, or phone numbers of others.

5. Students must always logout of all devices before walking away so that their files, password, and network access is protected from abuse by others.

6. Students must not record video or audio, and/or take photos of staff or other students without their consent or knowledge.

7. Students should only use District/school approved applications or online services for their educational work. Students should not fill out online forms or sign up for anything online without permission.

8. Students must comply with instructions from District or School employees when using technology devices and/or software systems while in school or accessing District Platforms.

9. Students must not attempt to alter data, the configuration of District-owned devices, or the files of another user, without the consent of the individual, building administrator or technology administrator.

10. Students must not engage in any malicious use, disruption, or harm to District technology, District software systems, network, or the Internet. Students must not use or possess software that can be used for hacking, eavesdropping, network administration/monitoring, virus creation or propagation or network security circumvention.

11. Data stored on any District-owned device, network, or in software systems such as the District sponsored Google Apps G Suite for Education, or Microsoft Office 365 suite is not private whether used/accessed on or off school property. Goffstown School District Administrators or designees have the right to review all data, logs or files that exist on the network or individual systems (District or student-owned) without

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prior consent of the user. This does not supersede parental privacy rights defined in District Policy JRA – Student Records and Access and the Federal Education Records Privacy Act (FERPA)

Social Media and Online Behavior

1. Students' academic use of technology devices and Internet use always takes priority over personal use of technology devices and Internet use.

2. Students use of email, texting, chat, instant messaging, and/or social media must be only for appropriate, legitimate, and responsible educational communication. Students must use appropriate language in all digital products and communications.

3. Students must be aware that personal postings on the Internet may be shared without the owner's knowledge and could become viewable by unintended audiences such as parents, employers, and colleges. Therefore, students are encouraged to portray a respectable image through their postings at all times.

Copyright and Plagiarism

1. Students must follow all the same regulations for copyright and plagiarism with technology as with all other academic work.
2. Students must comply with trademark and copyright laws (and fair-use guidelines) and all license agreements. The School District assumes no responsibility for copyright or licensing violations by students.

Cyberbullying and Inappropriate Materials

1. Students must not use any device to bully others. These violations will be handled in accordance with the Goffstown School District Bullying/Harassment Policy JICK

2. Students must not create, access, download, edit, view, store, distribute or print materials or messages that may be illegal, harassing, intimidating, discriminatory, defamatory, sexually explicit, obscene, violent, or pornographic.

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3. Student use of inappropriate media for desktop backgrounds or themes is prohibited.

4. Students must not attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content or to conceal inappropriate activity.

5. Students must notify school administrators if they become aware of a security problem, or illegal or inappropriate behavior. Students should not discuss or demonstrate the issue with other students.

6. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

Other
1. Students are expected to take appropriate care of District technology devices when using and transporting them.

2. Students may only print materials directly related to teaching and learning.

3. Students may only print one copy of a document unless given permission by their teacher.

4. Students are responsible for backing up their data. The District is not responsible for any data loss. Students are encouraged to upload their data files to their Google drive or Office 365 accounts.

5. The District is not responsible for supporting home network and Internet connectivity.

Children's Internet Protection Act (CIPA)

The Goffstown School District is compliant with the 2001 Children's Internet Protection Act (CIPA). The District takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. The District reserves the right to block content that negatively impacts the academic performance of students. The 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 lost data or interrupted service caused by malfunction, negligence, or omission. The District is not responsible for the accuracy or quality of information obtained through the network or on the Internet. The District will not be responsible for financial obligations arising from unauthorized use of the network, and/or Internet. Costs or damages incurred as a result of violations of School Board Policies and Procedures and school Regulations are the sole responsibility of the parents/guardians.

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Ownership of Student Work

"Student Works" are those works produced by enrolled students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. Student Works' primary purpose is educational. Student Works are owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for the District's educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

Discipline Consequences

Responsible and appropriate behavior is expected of all users. Violation of any regulations will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension or other disciplining measures.

The School Administration has the right to assign the consequence based on the severity of the violation. Behaviors that will result in a consequence include (but not limited to):

1. Use of another person's login, or password to access the network, Internet, or user files.

2. Use of the Internet to access visual depictions that may be obscene, violent, or pornographic or are of a harmful nature to minors.

3. Use of the Internet for non-educational purposes such as gaming, music streaming, and accessing non-educational video or social media.

4. Use of inappropriate screensavers, backgrounds, inappropriate pictures or other images on a District device.

5. Inappropriate use of email, texting, chat and/or social media.

6. Damage or abuse of a District computer or other electronic device.

7. Leaving a District computing device unattended or not secured in a locked or designated area.

8. Failing to return a District computing device at the end of the school day to the designated location.

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9. Recording video or audio and/or taking photos of other people without their consent or knowledge.

10. Connecting a personal electronic device to any school network other than the "public" network

You can expect disciplinary measures including out-of-school suspension, expulsion, and/or possible legal action and restitution for these violations of the responsible use agreement:

1. Hacking (intentional misuse or abuse of computer facilities) can be considered a felony and subject to cancellation of all technology privileges and appropriate disciplinary action.

2. Disruption of District computer systems and/or network including bypassing or changing restrictions or settings.

3. Overriding the District's Internet filter, use or accessing proxies.

4. Destruction of District-owned or student-owned technology devices.

5. Engaging in any activities that are in violation of the District's Bullying/Cyberbullying Policy.

In addition to the consequences defined above, the following items are subject to the NH cybersecurity reporting laws and will be reported as required by law.

1. Hacking (intentional misuse or abuse of computer facilities) can be considered a felony and subject to cancellation of all technology privileges and appropriate disciplinary action.

2. Disruption of District computer systems and/or network including bypassing or changing restrictions or settings.

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Reference:
Acceptable Use Policy - Policy JICL - Student Use of Computers, Devices, and the Internet

Legal References:
RSA 31:103-b, Reporting of cybersecurity incidents
RSA 189:66-V – Student Information Protection and Privacy
RSA 194:3-d, School District Computer Networks
47U.S.C. Sec 254, Children's Internet Protection Act. Effective April 20, 2001

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