



# Littleton Public Schools

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## KELLY R. CLENCHY, Ed.D., SUPERINTENDENT OF SCHOOLS

Elizabeth M. Steele, Interim Director of Curriculum  
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## Littleton Public Schools Responsible Use of Technology Policy

### Purpose

The Littleton Public Schools shall provide access for Staff and Students to the District's systems, networks and devices, including access to external resources, for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and research of an educational nature. This technology will be used to increase communication (Staff, Parent, Student and Community), enhance productivity, and assist in upgrading existing skills and acquiring new skills through a broader exchange of information. The Responsible Use Policy (RUP) applies to all usage of school-owned technology. Usage of Privately-owned technology while connected to the District network is also governed by the RUP. The acknowledgement of this policy as referenced in the District Student/Staff Handbooks will serve as the agreement.

### Monitored Use / Privacy

Electronic mail transmissions and other use of electronic resources by Students and Staff shall not be considered confidential and may be monitored at any time by designated Staff to ensure appropriate use for instructional and administrative purposes. Access to the school network and the Internet is a privilege. Student or Staff privileges can be revoked at the discretion of the administration for violations of the Responsible Use Policy.

### Liability

- The Littleton Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred by users.
- The Littleton Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.
- Littleton Public Schools assumes no responsibility for any loss or corruption of data resulting from the use of the District's IT resources.

### Improper Use / Consequences:

All students and staff are responsible for adhering to this policy. Violations of this policy by students can include, but are not limited to the following disciplinary actions: restricting access to devices, disabling device features or applications, revocation of all network access, detention, suspension or exclusion from school as well as legal action by appropriate authorities in the case of violation of Massachusetts general law. Violations of this policy by staff can include, but are not limited to the following disciplinary actions: restricting access to devices, disabling device features or applications, revocation of all network access, as well as legal action by appropriate authorities in the case of violation of Massachusetts general law. The District's Bullying Prevention

*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

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and Intervention Plan applies to online behaviors, and students and staff are expected to comply with all provisions of that policy. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

## **Guidelines for Responsible Use of Technology:**

### **A. Devices. Students/Staff are prohibited from:**

1. Sharing and/or using someone else's account and/or password.
2. Deleting or intentionally tampering with someone else's files, folders, or work.
3. Damaging or modifying devices, computer system, or network in any way.
4. Storing confidential or sensitive District information on portable external electronic storage media. Portable external electronic storage media includes but is not limited to USB or flash drives, CDs, removable hard drives.
5. Violating any federal, state, or local laws including, but not limited to, copyright, plagiarism, libel and slander laws.

### **B. Network. Students/Staff are prohibited from:**

1. Sending inappropriate and unsolicited information through "spamming."
2. Downloading non-educational content such as streaming music, video, while utilizing the District network.
3. Viewing, sending, downloading inappropriate content or displaying offensive images or messages.
4. Attempting to override, disable, alter, or circumvent security restrictions, management systems, or network settings. Any attempt will be considered intentional damage.
5. Using the network for financial or commercial gain.

### **C. Social Media. Students/Staff are prohibited from:**

1. Creating, sharing or posting audio, video, or any material of or created by another Student or Staff without permission.
2. Posting private information of another Student or Staff member.
3. Impersonating or attempting to impersonate another individual on any social media platform.
4. Engaging in any form of cyberbullying, harassment, or other malicious behavior.

## **Policy Amendment and Modifications**

Littleton Public Schools reserves the right to modify or change this policy and related implementation procedures at any time.

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### **COPPA (Children's Online Privacy Protection Act)**

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 online 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. Littleton Public Schools works diligently to comply with COPPA requirements. Littleton Public Schools does not collect student personal

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information or transmit such information directly to online entities for the purpose of creating web-based accounts.

### **CIPA ( Children's Internet Protection Act)**

The Littleton 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). Littleton 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 an appropriate modification of the filtering profile. Littleton Public Schools educates Students about appropriate online behavior, including interacting with other individuals on social networking web sites as well as cyberbullying awareness and response.

### **Educational Accounts for Students**

Littleton Public Schools utilizes computer software applications and web-based services. These include Google Apps and other educational programs that provide web based tools and applications for learning. In order for our students to use these programs and services, certain identifying information, generally the student's name and email address must be provided to the web site operator. Under Federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Littleton Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

### **Aspen**

Littleton Public Schools uses a web-based school information management system, Aspen. This password protected family and student portal makes communication among Students, Parents, Teachers, and Administrators more efficient. It is used to maintain Student data including demographics, attendance records, schedules, grades and transcripts. Parents and Students in grades 6-12 are able to access online progress and grade reports, attendance records, and Student schedules with District-assigned usernames and passwords. Aspen provides Staff with the ability to share additional course information such as syllabi, study guides, class documents, assignments, homework, scheduled assessments, class updates, and assignment grades.

**It is imperative that all Staff and Students be responsible for successfully logging out from any device and safeguarding their account information.**

Updated June 2017  
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