Student Acceptable Use Policy
Monroe Township Public Schools
Rules & Procedures

Educational Purposes

Monroe Township Public Schools is providing students with access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, cloud storage, cloud applications, virtual environments, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. This document contains the rules and procedures for acceptable student use of the Monroe Township Schools electronic network.

- The Monroe Township Public Schools electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. The term "post", used throughout this document, includes all digital communication such as contributions to shared documents, responses to digital surveys, chat features, digitally submitted work, etc.

- The Monroe Township Public Schools electronic network has not been established as a public access service or a public forum. Monroe Township Public Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

- Parent/guardian permission is required for all students under the age of 18. Access is a privilege - - not a right.

- It is presumed that students will honor this agreement they and their parent/guardian have signed. Beyond the clarification of standards outlined in this policy, the district is not responsible for the actions of students who violate them.

- The district reserves the right to monitor all activity on this electronic network and on district owned devices. Students and parents are advised that the school district may record or collect information on student activity or the student use of the device. <u>The school district will **not** use any such methods in a manner that would violate the privacy rights of the student or any individual residing with the student.</u> Students will indemnify the district against any damage that is caused by the students' inappropriate use of the network.

- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Monroe Township Public Schools electronic network.

General Unacceptable Behavior while using any portion of the Monroe Township Public Schools electronic network - Behaviors include, but not limited to the following are prohibited:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.

- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.

- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.

- Students will not use speech that is inappropriate in an educational setting or violates district rules.

- Students will not use the camera or video recording capabilities of the laptop, Chromebook, or iPad unless given permission to do so.

- Students will not abuse network resources.

- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code)

- Students will not use the Monroe Township Public Schools electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.

- Students will not use the Monroe Township Public Schools electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.

E-Mail

- E-mail for students in the elementary will only be provided through a teacher or classroom e-mail account.

- High school and middle school students may be provided with e-mail, with the approval of the building level administrator, for specific educational projects or activities.

- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.

- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.

- Students will not post private information about another person.

Internet

- Elementary School Level - Access to information for students on the web will generally be limited to prescreened sites that are closely supervised by the teacher.

- Middle and High School Level - Access to information for students on the web will generally be provided through prescreened sites and in a manner prescribed by their school.

Interactive Communication Areas

- Students may use chat features, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

Web Sites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).

- High School Level - Students may be identified by their full name, with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.

- All student posted work will contain the student's copyright notice using the student identifier.

- With the approval of the building principal and supervisor of technology, students may establish web pages for specific educational objectives. Material presented on the student web pages must be related to educational activities and/or career preparation activities. Student web pages must include the following notice:

    "This is a student web page. Opinions expressed on this page shall not be attributed to the district."

- Material that fails to meet established educational objectives or that is in violation of this policy or student disciplinary code will be removed. Student material will not be removed on the basis of a disagreement with the views expressed by the student.

- Student web pages will be removed at the end of the school year unless special arrangements are made.

- Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on web sites unless formal permission has been obtained.

- All student web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Google Apps For Education (GAFE)

Monroe Township Public Schools uses Google Apps for Education (GAFE) for students in elementary, middle and high school in the district. Google Apps is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

Google Apps for Education (GAFE) is a special setup of the popular Google Apps, tailored specifically for educational institutions. For example, accounts are managed by the school (and not by Google) and all advertisements are turned off. This service is available through an agreement with Google and Monroe Township Public School District. GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Each student will be issued a Google account which will serve as their login to GAFE.

The Google agreement with MTPS provides access to Google applications and storage. While Google hosts these services off-site, MTPS maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that MTPS can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

MTPS students will have access to the core suite of Google Apps as deemed appropriate by Monroe Township Public Schools.

By signing the AUP, students and their parents agree to adhere to the following:

- Agree to Google's GAFE terms of service found at http://www.google.com/a/help/intl/en/users/terms.html.
- Student GAFE accounts are to be used for educational purposes related to Monroe Township Public Schools and may not use them for:
    o Unlawful activities
    o Commercial purposes (running a business or trying to make money)
    o Personal financial gain (running a web site to sell things)
    o Inappropriate sexual or other offensive content
    o Threatening another person
    o Misrepresentation of MTPS' staff or students.
- Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- School technology staff have access to student GAFE accounts for monitoring purposes.
- Students have no expectation of privacy on the GAFE system.
- Agree to, but recognize that students are not limited to, the following safety standards:
    o Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
    o Students agree not to meet with someone they have met online without their parent's approval and participation.
    o Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
    o Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. MTPS maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred.
- Agree to Google's GAFE terms of service found at http://www.google.com/a/help/intl/en/users/terms.html.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

- Elementary and middle school students will not disclose their full names or any other personal contact information for any purpose.

- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.

- Students will not agree to meet with someone they have met online.

- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- Students will not attempt to gain unauthorized access to any portion of the Monroe Township Public Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software, apps, or extensions without permission from the district technology department.

- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district resources are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

- Devices that have been assigned to students for take home use shall be used in accordance with additional agreements.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.

- District policies on copyright will govern the use of material accessed and used through the district system.

- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing (Google Hangouts, Skype, etc.) is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.

- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.

- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.   Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Monroe Township Public Schools electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation and be provided an opportunity to be heard in the manner set forth in the disciplinary code.

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

- Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:
- Use of network only under direct supervision
- Suspension or revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities
- The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action. Decisions may be appealed in accordance with Policy Number 5710 Student Grievances.

Children's Online Privacy Protection Act (COPPA)

In order to meet its educational goals, Monroe Township Public Schools may utilize third party websites and online services, such as Google Apps, Prezi, Animoto, Nitrotype, TypingWeb, Edublogs, etc. for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have education specific versions that enable teacher control/monitoring. The school, when possible and appropriate, will utilize the education specific versions and also restrict the use of the services and access to posted material to the classroom which your student is involved in.

Under COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing personal information are created for them on third party websites or online services.

At most, MTPS enters only the following information about students when creating accounts in these services:

First Name

Last Name

Student ID

Email Address

MTPS utilizes this information, as opposed to randomly generated usernames, etc, to provide consistency for students and to leverage educational services. By doing this students can use the same username and password for ALL school technology resources and services regardless of whether they are local or hosted offsite. In some cases less information is entered, dependent on the need.

In order to ensure we meet the requirement of COPPA, MTPS requires verifiable parental consent to create accounts for ALL students.

To learn more about COPPA visit http://www.ftc.gov/privacy/coppafaqs.shtm.