



# Cumberland School Department Policy Manual

STUDENT

I

COMPUTER/INTERNET/ELECTRONIC DEVICE ACCEPTABLE USE (Cross Reference G-14)

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## **PURPOSE**

The purpose of the Computer/Internet/Electronic Device Acceptable Use policy is:

1. To ensure the security of all elements of Cumberland School Department (CSD or the District) computer systems, related technology, and electronic information;
2. To delineate appropriate uses for all users of CSD computer systems;
3. To promote intellectual development through the use of computer systems, related technology, and electronic information in a safe environment; and
4. To ensure compliance with relevant state, local, and federal law.

## **BACKGROUND**

The Cumberland School Department believes that computer systems are essential tools for supporting learning and enhancing instruction. The use of a computer system comes with a responsibility that must be accepted by all members of our school community. Our network provides access to shared resources including printing, file storage, email, and the Internet. By facilitating access to the vast and diverse resources of the Internet, CSD is represented in the global arena by the users of our network.

Although the Internet provides unique opportunities for learning, materials that have no educational purposes that are inaccurate and offensive, are prolific. While we will emphasize safe and efficient searching and try to protect our students from such sites, we reserve the right to supervise computer use in our schools. While we have technology protection measures in place to reduce or limit potential negative effects, the CSD IT Department cannot guarantee that every objectionable site will be disabled in advance or that every student will be monitored at every moment. There must be joint accountability and responsibility from all constituencies.

To permit use of the computer system and the Internet, students must agree to this policy. Please review these pages.

All students and his/her parent(s)/guardian(s) shall be required to sign Student User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E1) affirming they understand this policy and understand the consequences for the violation of this policy.



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## DEFINITIONS

- **A computer system** is hardware, software, and related technology, including networks, wiring, and communications equipment.
- **Educational purposes** are those actions directly promoting the educational, instructional, administrative, business, and support services missions of CSD and related to any instruction, project, job, work assignment, task, or function for which the user is responsible.
- **Electronic data and information** are facts or figures contained in any electronic form.
- **An electronic record** is information generated, sent, received, or stored in digital form in connection with the conduct of CSD business, communicated between parties as evidence of a transaction, and preserved for CSD documentation purposes. A record does not include information that is so transitory in character that it is not ordinarily preserved.
- **Inappropriate materials** consist of text, graphic, pictorial, or auditory representations of items that are inconsistent with the educational mission of the school system as set forth in the policies of the Cumberland School Department, including material intended to teach skills that would enable an individual to engage in illegal activities; materials that promote discrimination against others based on race, religion, gender, nationality, sexual orientation; or advocate illegal use of any controlled dangerous substances or of alcohol.
- **Internet access** includes all methods used to connect to the Internet servers and users, and all methods for providing access regardless of funding or facilitating sources, including e-mail.
- **A technology protection measure** is an Internet filtering technology or firewall that is designed to limit access to selected portions of the Internet based on identified criteria. Its intended use in CSD is to limit access to inappropriate material and/or material that might be harmful to students.
- **Unauthorized equipment** is any device that is not approved by the superintendent/designee to be connected to an CSD computer or CSD network, including, but not limited to, personal communication and organization devices such as wireless access points, smart phones, or cell phones; gaming devices; photographic equipment; and entertainment devices such as MP3 players or iPods™.



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- **A user** is any CSD staff member, student, or other individual authorized to use CSD computer systems. Other individuals may include parents, volunteers, and contract or temporary staff.
- **BYOD/BYOT** are acronyms for “Bring Your Own Device” or “Bring Your Own Technology” BYOD or BYOT are not used for primary instruction and should only be used for auxiliary curriculum, note taking and research.

## PROCEDURES

The following section delineates appropriate procedures in the areas of CSD rights and responsibilities, acceptable and prohibited uses of technology, noncompliance, limitations of privacy, physical security, and electronic data and information security.

### CSD Rights and Responsibilities

The use of the CSD’s technology is a privilege and not a right. As such, technology is designed to be used as a tool to assist with the instructional objectives of CSD. Students shall use technology efficiently to minimize interference with others;

1. CSD reserves the right to monitor all activity on the Internet.
2. CSD reserves the right to block any material on the Internet.
3. CSD reserves the right to deny access to technology to any individual.
4. Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
5. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
6. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by CSD are those of the individual and do not represent the position of the CSD.
7. Accounts, which are inactive for more than 30 days, may be removed by the CSD along with the user’s files without prior notice.
8. CSD staff is responsible for supervising student use of technology.
9. This policy also applies to computers issued directly to staff, whether in use at school or off school premises.



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## Acceptable Use of Technology

The CSD's technology is provided to students for educational purposes consistent with the CSD educational mission and goals.

All students and his/her parent(s)/guardian(s) shall be required to sign Student User Responsibilities for Computer Systems, Electronic Information and Network Security Agreement (IGT-RA-E1) affirming they understand this policy and understand the consequences for the violation of this policy.

Incidental personal use of school computers and email is permitted as long as such use:

1. Does not interfere with system operations or other system users;
2. Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for or expect any support from the District's Instructional Technology personnel for personal use.

## Prohibited Uses of the Technology

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

1. Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
2. Encouraging the use of or promoting the sale of controlled substances or drugs.
3. Any attempt to harm or destroy electronic data or electronic record of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
4. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, or for personal gain unless approved by the Superintendent/designee.
5. Use of any proxy software that bypasses the networks web filtering.
6. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
7. Sharing disks/storage devices unless requested by a teacher.



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8. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
9. Logging in to the system using another user's account or password.
10. Leaving an account open or unattended.
11. Violating any local, state, or federal regulation or statute.
12. Hacking. It is illegal and prohibited at all times, in any place.
13. Cyber-bullying, teasing, posting information or pictures about other students or teachers on blogs, social networking sites or elsewhere on the internet is prohibited.
14. Altering computer equipment as set up by the system administrator.
15. No accessing of other networks (including personal networks) while at school.
16. Music/Game playing, except under the supervision of instructors for educational purposes.
17. Use of any unauthorized equipment brought in to attach to the districts network without proper authorization.
18. The use of any external network to deliberately bypass school based web filtering is strictly prohibited.
19. Students cannot use any personal cellular service such as 3G/LTE or any other cellular hotspots on school owned devices. They also will not use this service on their personal devices during the school day to circumvent the use of a school web filter.
20. Cell phones and other devices shall be out of sight during school hours.

## Noncompliance

Noncompliance with the procedures and standards stated in this policy is proper cause for disciplinary action.

1. Disciplinary actions for students for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.
2. Any user of CSD computer systems should report suspicious or inappropriate use of data, computer system abuse, or possible breaches of security. School-based users should alert the principal or the principal's designee responsible for information technology. Non-school-based users should alert their immediate supervisors and the superintendent/designee.



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Unauthorized use of any electronic device by a student shall be consequence as follows:

## Elementary Level

### 1. First offense:

- a. Device is confiscated for the day and returned to the student at the end of the day by the school principal or designee.
- b. Phone call and/or email will be sent to the parent/guardian.

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:** Meeting with student and his/her parent/guardian.

### 2. Second Offense:

- a. Device is confiscated for the day and parent/guardian must retrieve device at the end of the day from the principal or designee.

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:** Half a day of In School Suspension (ISS).

### 2. Third Offense:

- a. Device is confiscated for the day and parent/guardian must retrieve the device at the end of the day from the principal or designee.

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:** Full day of In School Suspension (ISS) and parent/guardian meeting with principal.

## Middle Level:

### 1. First offense:

- a. Device is confiscated for the day and returned to the student at the end of the day from the Building Administrator.
- b. Phone call to parent/guardian

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:** One (1) hour of office detention



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## 2. Second Offense:

- a. Device is confiscated for the day and parent/guardian must retrieve the device at the end of the day before 3:00 pm.
- b. Phone call to parent/ guardian.
- c. Office Detention for one (1) hour

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE or NOT ATTENDING DETENTION:** In School Suspension (ISS) the next school day.

## 3. Third Offense:

- a. Device is confiscated for the day and parent/guardian must retrieve the device at the end of the day before 3:00 pm
- b. Phone call to parent/guardian
- c. Student is placed in In School Suspension (ISS) for one (1) day
- d. Social Suspension for Fifteen (15) days

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:**

- i. In School Suspension the next school day
- ii. Social Suspension for Twenty-five (25) days

## 4. Fourth Offense:

- a. Device is confiscated for the day and parent/guardian must retrieve device at the end of the day in before 3:00 pm
- b. Phone call to parent/guardian
- c. Student in In School Suspension (ISS) for Two (2) days
- d. Social Suspension for Thirty-five (35) days



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## **CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:**

- i. Two (2) days of In School Suspension (ISS)
- ii. Social Suspension for remainder of the year

High School Level:

### **1. First offense:**

- a. Device is confiscated for the day and returned to the student at the end of the day in Student Management or with the Building Administrator.
- b. Phone call and email to parent/guardian will be sent home through the automated system.

**CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:** One (1) day of In School Suspension (ISS) and Friday Detention for Three (3) Hours

### **2. Second Offense:**

- a. Device is confiscated for the day and parent/guardian must retrieve device at the end of the day before 3:00 pm.
- b. Phone call to parent/guardian.
- c. Student is also given a three (3) hour detention on a Friday.

## **CONSEQUENCE FOR REFUSING TO TURN IN DEVICE or NOT ATTENDING DETENTION:**

- i. Two (2) days of In School Suspension (ISS)
- ii. Social Suspension for Fifteen (15) days

### **3. Third Offense:**

- a. Device is confiscated for the day and parent/guardian must retrieve device at the end of the day before 3:00 pm
- b. Phone call to parent/guardian





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- c. Student is placed in In School Suspension (ISS) for one (1) day
- d. Social Suspension for Fifteen (15) days

## **CONSEQUENCE FOR REFUSING TO TURN IN DEVICE:**

- i. Three (3) days of In School Suspension (ISS)
- ii. Social Suspension for Twenty Five (25) days

## **4. Fourth Offense:**

- a. Device is confiscated for the day and parent/guardian must retrieve device at the end of the day in before 3:00 pm
- b. Phone call to parent/guardian
- c. Student in In School Suspension (ISS) for Two (2) days
- d. Social Suspension for Twenty Five (25) days

## **CONSEQUENCE FOR NOT REFUSING TO TURN IN DEVICE:**

- i. Five (5) days of In School Suspension (ISS) and Two (2) Friday detentions for three (3) hours each
- ii. Social Suspension for Thirty Five (35) days
- iii. Loss of student parking privileges

## No Expectation of Privacy

CSD retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. CSD reserves the right to monitor all computers and Internet activity by system users. There is no expectation of privacy in their use of school computers, including e-mail messages and stored files.



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## Physical Security

Computer systems equipment must be located and maintained in a secure physical environment. Users are responsible for cooperating with the following physical security provisions for computers and related technology.

1. When staff members are not present to supervise the area, all areas (including permanent or temporary storage) housing valuable computer equipment must be secured.
2. Computer or related equipment may not be removed from CSD property without appropriate authorization.
3. Users must employ local accountability procedures to sign in or out any computer or related equipment. This equipment must be returned to the school, department, division, or unit that owns it prior to the user leaving CSD or transferring to another school or office.
4. The local equipment inventory will be maintained as accurately as possible. New and donated equipment will be added when acquired. Users may not remove the inventory markings or tags from computers.
5. Lost and stolen equipment should be handled in accordance with CSD inventory control policies. (Reference D-1 Fixed Asset Policy)

## Electronic Data and Information Security

Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities.

1. Users are responsible for their own individual accounts.
  - a. Users cooperate in the protection of their accounts by changing passwords as required and keeping passwords strictly confidential.
  - b. Users are expressly prohibited from sharing accounts and passwords.
  - c. Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner.
2. Users must log off all systems before leaving a computer or workstation or allowing others to use it.



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3. It is the responsibility of every user to be aware of and follow security procedures in accordance with this regulation.
4. Users must secure their electronic data. (Note: Sensitive files must be saved to a secure location such as an individual's network folder/directory or Google Drive.
5. CSD is not responsible for information that may be lost due to system failures or interruptions. Users should make backup copies and ensure they are stored in a secure place.

## Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the CSD policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal/designee.

## Bring Your Own Device / Bring Your Own Technology

1. The electronic devices that students bring to school are their sole responsibility, the CSD assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen. Only limited resources will be spent to locate lost or stolen items.
2. Personal devices may be subject to investigation if there is reasonable suspicion of a violation of local, state, or federal law.
3. Students are expected to exhibit digital responsibility and follow all CSD Policies.
4. Permission for use of BYOD/BYOT in the classroom will be given by the classroom teacher and / or the IT Department. Students may use their device in the classroom to access and save information from the Internet, collaborate with others, and utilize other productivity tools.
5. All Personal devices when being used at school are expected to connect to the school Wi-Fi and will never use a cellular service while in school.
6. Student personal devices must be off and out of sight before leaving a classroom.
7. Students will not be permitted to record video or take photographs of others in the schools without first receiving explicit permission.



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## **DISCLAIMER**

CSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the CSD's network are to be borne by the user. CSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of CSD, its affiliates, or employees.

Parent/Guardian must sign: IGT-RA-E1

*Reviewed and Approved by the CSC Rules & Regulations Sub-Committee: 1/28/2010*

*First Reading by Cumberland School Committee: 6/23/2010*

*Second Reading and Approval by School Committee: 7/15/2010*

*Amendments Approved by CSC Policy & Procedures Sub-Committee: 10/28/2014*

*Amendments Approved by Cumberland School Committee: 11/13/2014*

*Amendments Approved by CSC Policy & Procedures Sub-Committee: 03/06/2018*

*Amendments Approved by Cumberland School Committee: 03/08/2018*