

## *Empowered Digital Use and Responsibility Guidelines*

BVT recognizes the need for students to be prepared to contribute and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways. These are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively while promoting student engagement and preparation for competing in a global environment. The following are guidelines and procedures to support empowered digital use and access to digital resources.

Use of the district's technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites shall be utilized in a manner consistent with the district's educational mission. Thereby, demonstrating respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for staff or student appropriate behavior and communication apply to use of the district's technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites. Any use of the district's technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites that is contrary to this policy or applicable guidelines is unacceptable and prohibited.

### ***Responsibilities of Users***

**User** includes anyone who uses the District's computer resources at any time. Students will be supervised by a staff member when accessing District technology resources on site.

- All digital devices, software, and networks shall be used for educational purposes and activities. The use of student-owned personal technology equipment shall be at the discretion of supervising staff members. Users shall report inappropriate or wasteful use of technology immediately.
- Users will respect themselves and others when using technology.
- Users shall give acknowledgement to others for their ideas and work. Plagiarism and inappropriate use of copyrighted material, illegal downloading of any type including but not limited to graphic and music files is strictly prohibited. The District assumes no liability for such behavior since it has taken reasonable steps to adhere to all applicable copyright laws. All such liabilities rest solely with the abusing user.
- Users are required to have written permission from the Assistant Superintendent-Director/Principal or their designee and all students or staff involved in order to post or share work, images, and/or videos created on BVT property or at an off-site BVT-sponsored event.
- Users are expected to abide by all District policies when using District resources whether working at BVT or at an off-site location.

### ***Privacy***

- An individual's personal information that could identify the student or others (including home/mobile phone numbers, last names, photographs, mailing addresses, and passwords) and that of others shall be kept private. Student/Staff data will be protected and shared only with authorized personnel.
- Users should have no expectation of privacy using district technology resources or personal equipment connected to the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All material that is electronically stored by use of the school's computer equipment is the property of the BVT School District.
- BVT reserves the right to monitor and respond to all uses identified by the network administration.

### ***Email***

- Student and employee District e-mail accounts are intended for use school-related activities. Employees and students should only use their District e-mail account for school-related communications.
- Users should have no expectation of privacy relative to e-mail. E-mail is considered to be the property of the District and is therefore subject to periodic monitoring and review. District email is a matter of public record; always remember that District e-mail may be required to be disclosed or used in investigative or legal proceedings.

### ***Restrictions and Guidelines***

The following actions are prohibited, will be reported to school administration, and may result in disciplinary or possible legal action:

- Using the school's logo, likeness or any school photographs or other property that belongs to the school on a web site, social networking site, personal site or other public venue, without expressed permission from the Superintendent-Director or their designee.
- Configuring of computer equipment for wired or wireless connection to the school's network by means other than the school's wireless guest network.
- Using personal resources to establish a hot spot providing internet access bypassing the district's firewall filtering capabilities.
- Going beyond authorized access, making deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), installing any software on school computers or engaging in other illegal activities.
- The making of any video or audio recording of students or staff without the prior expressed permission of the supervising staff member. This includes but is not restricted to copying tests or other protected, sensitive or secure material. Unauthorized recordings are forbidden on campus and at off-site school-sponsored activities.
- Using school resources, including BVT wireless access on personal equipment, for unethical, harmful, obscene, illegal, or mischievous purposes, or for actions that disrupt the learning environment or orderly operation of the school.

### ***Violations of the Policy and Guidelines***

Include, but are not limited to, the following conduct:

- Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
- Using profane, obscene, vulgar, threatening, defamatory, abusive, discriminatory, bullying, harassing or otherwise objectionable or criminal language in a public or private message.
- Threats to any person or organization.
- Violating copyright laws or plagiarism. (Users should assume that all materials available on the Internet are protected by copyright.)
- Sending "spam, chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
- Seeking, accessing, or downloading material that is not relevant to assignments or coursework.
- Using technology for non-educational purposes or activities.
- Attempting to harm, modify or destroy data or work of another user.
- Attempting to gain unauthorized access to system programs or technology, including attempts to override any firewalls or filters established on the network.
- Vandalizing school technology or online resources by causing physical damage, reconfiguring the computer system, or destroying data.
- Failing to log off the technology device at the request of a staff member.
- Using the BVT technology or online resources for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- Using the BVT technology or online resources for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through the BVT network, unless approved as a school assignment or project.
- Using the technology or online resources in a way that would violate any law, policies of the BVT Student Handbook such as accessing, creating or transmitting websites or messages that are pornographic or obscene, threatening, discriminatory or meant to harass.
- Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

### ***Limits of Liability***

The BVT Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. The BVT Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

### ***Penalties and Violations***

A violation of the Empowered Digital Use and Responsibility Guidelines may result in suspension or restriction of technology and violations may result in the suspension of online resource access (other than directly supervised access during classroom instruction). May also result in other disciplinary actions consistent with the disciplinary policies in the BVT handbook and the Guide to Progressive Discipline and could also result in prosecution where applicable.

BVT will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the BVT's technology or online resources.