



STUDENT USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGIES

The Lincoln Public Schools provides Information and Communications Technologies (ICT) resources to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. An ICT resource is any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form and includes such things as computers, smart phones, cameras, printers, peripherals and other devices, and the networks supporting these devices. The school district believes that ICT resources are of significant value in the learning process and for preparing students for future success.

The Lincoln Public Schools strives to educate students to become globally aware, civically engaged, and capable of managing their lives and future careers. The school district believes that students need to be proficient and discerning users of information, media, and technology in order to succeed in a digital world.

Therefore, the Lincoln Public School District will use ICT resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. Adapting to the changing methods of communication and collaboration in the 21st century is a necessary and important skill. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals do in workplaces and other real-life settings and to teach students how to use ICT resources safely and appropriately. The district's ICT resources will enable educators and students to communicate, learn, share, collaborate and create, to think critically and solve problems, to manage their work, and to take ownership of their lives.

The Superintendent will create strong electronic educational systems that support innovative teaching and learning, will provide appropriate staff development opportunities, and will develop procedures to support this policy. At the same time, unregulated availability of information and communication on the Internet requires that we establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the school district of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school district's computer system.

PROCEDURES

1.0 General

- 1.1 Student use of the district's ICT resources is a privilege not a right. Students are required to comply with this policy and the accompanying rules and procedures. Students who violate the policy, procedures and/or rules may have their computer

privileges limited, suspended, or revoked and may also be subject to further disciplinary and/or legal action.

- 1.2 The district's ICT resources exist solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The LPS computer network is not a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services. The district reserves the right to place reasonable limits on materials posted or accessed through its computer network. By creating this network, the district intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes.
- 1.3 All Lincoln Public Schools' ICT resources remain under the control, custody, and supervision of the school district. The school district reserves the right to monitor all ICT activity by students and to review and inspect all student files stored on any of the district's electronic resources or personal devices that access the district's network. Students have no expectation of privacy in their use of the district's ICT resources.
- 1.4 The same rules and expectations govern student use of ICT resources as those applicable to other student conduct and communications. Students should use the same language and behavior online as they would in a physical classroom. In addition to adhering to these rules, students are also expected to comply with all specific instructions from the teacher or other supervising staff member/volunteer in accessing the schools' ICT resources.

2.0 Internet

- 2.1 In accordance with the Children's Internet Protection Act (CIPA), the district blocks Internet content that is not appropriate for student viewing. While reasonable precautions, including Internet filtering, will be taken to supervise student use of ICT resources, Lincoln Public Schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the schools, in violation of school district policies/procedures and schools' rules. The school district is not responsible for the accuracy or quality of information obtained through ICT resources.
- 2.2 The following rules are intended to provide general guidelines and examples of prohibited student uses of ICT resources, but they do not attempt to describe all required or prohibited student activities. Failure to comply with these rules may result in loss of ICT resource access privileges, disciplinary action, and/or legal action.
- 2.3 Students are responsible for their actions and activities involving the schools' ICT resources and for their computer files, passwords, and accounts.
- 2.4 Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:
 - 2.4.1 **Accessing Inappropriate Content:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying content that is defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

- 2.4.2 **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other school district policies regarding copyrighted material;
- 2.4.3 **Plagiarism:** Representing as one's own work any content obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work grade level-appropriate citation conventions must be used;
- 2.4.4 **Copying Software:** Copying, downloading or installing software without the express authorization of the system administrator;
- 2.4.5 **Non-School-Related Uses:** Using the schools' ICT resources for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
- 2.4.6 **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing or attempting to access other users' accounts;
- 2.4.7 **Personal Safety:** Giving out your own or the personal information of others, including, but not limited to, last names, phone numbers, addresses, birth dates, and pictures and meeting people in person that they have contacted through the Internet without parental permission;
- 2.4.8 **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the schools' computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;
- 2.4.9 **Circumventing Safety Measures:** Using a proxy server or any other method to attempt to access a website or content that is blocked by district;
- 2.4.10 **Illegal Distribution of Software/Files:** Transferring copyrighted software or files or illegally possessing copyrighted software or files in a student account;
- 2.4.11 **Computer Settings:** Changing the configuration of a district owned ICT or another person's ICT without permission;
- 2.4.12 **Audio/Video Recordings:** Audio or video recording lectures or school activities without permission from the faculty and/or students involved;
- 2.4.13 **Posting Information:** Posting pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

3.0 Cyber-bullying and Harassment

- 3.1 Lincoln Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the district's Bullying Prevention policy (JICFB) and Harassment and Harassment Reporting and Investigation Procedures (ACA).

- 3.2 Cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home.
- 3.3 Cyber-bullying through the use of technology or an electronic device owned, used, or leased by Lincoln Public Schools is prohibited.
- 3.4 Cyber-bullying is prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Lincoln Public School district if the act or acts in question:
 - Create a hostile environment at school for the target;
 - Infringe on the rights of the target at school; and/or
 - Materially and substantially disrupt the education process or the orderly operation of a school.
- 3.5 Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

4.0 Social Media

The district reminds all students that when they use district owned ICT resources, they are often entering a global community. Their behavior and actions online reflect not only upon themselves, but also upon the school district as a whole. In this global community, students must be aware of their personal safety and act in a manner that protects them. As such, all students must behave in an ethical, respectful, responsible, safe, and legal manner in connection with such use.

5.0 Community Use

Student visitors or other minors who access district ICT resources must comply with this policy and all accompanying procedures and rules.

References

- AUP Template from State of Washington Office of Superintendent of Public Instruction
- Electronic Systems AUP from South Kitsap (WA) School District. Used with permission.

Legal References

- School bullying prohibited: bullying prevention plans M.G.L. c. 71, § 37O
- Policy regarding Internet safety measures for schools providing computer access to students M.G.L. c. 71, § 93
- Federal Children's Internet Protection Act (CIPA)

Cross-Reference

- Bullying Prevention (JICFB)
- Harassment and Harassment Reporting and Investigation Procedures (ACA)

*Approved at School Committee Meeting of July 11, 2011
Replaces Student Computer and Internet Use (IJNDCA)*