



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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## 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 21<sup>st</sup> 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 ~~computer~~ **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 \_\_\_\_\_  
Replaces Student Computer and Internet Use (IJNDCA)*



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## EMPLOYEE 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, to enhance the curriculum and learning opportunities for students, and to support the management and operations of the school. 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.

Employees are to utilize the school district's ICT resources for school-related purposes and performance of job duties. **All use of ICT resources must comply with professional standards and all employees are expected to use good judgment in the use of such resources.** Incidental personal use of the district's ICT resources is permitted as long as such use does not interfere with the employee's job duties and performance, with the system operations or with other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

Any employee who violates this policy and/or any rules governing use of the school district's ICT resources will be subject to disciplinary action, up to and including discharge. Illegal uses of the school district's ICT resources may also result in disciplinary action up to and including referral to law enforcement authorities.

All Lincoln Public Schools District's ICT resources remain under the control, custody, and supervision of the school district. The school district reserves the right to monitor all employee activity using ICT resources. Employees have no expectation of privacy in their use of the schools' ICT resources.

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 of operations of the schools' ICT resources as long as they are consistent with the school district's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

## PROCEDURES

### 1.0 General

1.1 The intent of these school district-level rules is to provide employees with general requirements for utilizing the district's ICT resources. The school district rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of these ICT resources.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Network Manager, Building Principal, and/or Instructional Computer Specialists.

1.2 Access to the schools' ICT resources

The level of access that employees have to the district's ICT resources is based upon employee job requirements and needs.

**2.0 Acceptable Use**

2.1 Employee access to the district's ICT resources is provided for administrative, educational, communication, and research purposes consistent with the district's educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the district's ICT resources.

2.2 The use of personal electronic devices that are connected to the district network are governed by the same rules and regulations that apply to district-owned ICT resources.

**3.0 Prohibited Use**

3.1 The employee is responsible for his/her actions and activities involving the district's ICT resources. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

- 3.1.1 Any use that is illegal or in violation of other school district policies, including harassing, bullying, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
- 3.1.2 Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
- 3.1.3 Any ~~inappropriate~~ communications which are harassing, bullying or unprofessional with others is prohibited;
- 3.1.4 Any use for private financial gain, or commercial, advertising or solicitation purposes;
- 3.1.5 Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide the schools' e-mail addresses to outside parties whose intent is to communicate with the schools' employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or Superintendent;
- 3.1.6 Any communication that represents personal views as those of the schools' or that could be misinterpreted as such;
- 3.1.7 Downloading or installing software or applications without permission from the system administrator;
- 3.1.8 Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;

- 3.1.9 Sending mass e-mails to the district's users or outside parties for non-school purposes without the permission of the Network Manager, Building Principal, or Superintendent;
- 3.1.10 Any malicious use or disruption of the district's ICT resources;
- 3.1.11 Any misuse or damage to the district's ICT resources;
- 3.1.12 Misuse of the computer passwords or accounts (employee or other users);
- 3.1.13 Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
- 3.1.14 Any attempt to access unauthorized sites;
- 3.1.15 Failing to report a known breach of computer security to the system administrator;
- 3.1.16 Using the district's ICT resources after such access has been denied or revoked; and
- 3.1.17 Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.

#### **4.0 No Expectation of Privacy**

- 4.1 The school district retains control, custody and supervision of all ICT resources owned or leased by the Lincoln Public Schools. The school district reserves the right to monitor all ICT activity by employees and other system users. Employees have no expectation of privacy in their use of the district's ICT resources, including e-mail messages and stored files.

#### **5.0 Confidentiality of Information**

- 5.1 Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
- 5.2 District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA). In addition, district staff with access to other secure or sensitive information (personnel data, etc.) are prohibited from releasing such without authorization **from the Superintendent** and must take appropriate security safeguards **to protect such data**.
- 5.3 Personal information, such as student or staff addresses and telephone numbers, should remain confidential when communicating through ICT resources. Student information shall not be released without parental permission. **All parental permissions for release of information shall be filed in the student record**. Teachers are responsible for knowing what permissions their students have.

#### **6.0 Staff Responsibilities to Students**

- 6.1 Teachers, staff members, and volunteers who utilize the district's ICT resources for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the district's policies and rules concerning student technology use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and to inform the Building Principal.

#### **7.0 Compensation for Losses, Costs and/or Damages**

- The employee shall be responsible for any losses, costs or damages incurred by the school district related to violations of these rules.

**8.0. Lincoln Public Schools Assume No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school district assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.

**9.0 LPS District Website**

9.1 The purpose of the district website is to disseminate appropriate information to staff or students and to provide information for parents and the community.

9.2 The domain for the district's official website is lincnet.org. All information related to the Lincoln Public Schools will be located on this domain. Curricular and administrative activities using external ICT resources (such as blogs and wikis) are allowed.

9.3 The Lincoln Public Schools Web Master is responsible for the overall structure and maintenance of the district website and must ensure compliance with all Federal and State laws, district policy and regulations, and administrative directives.

9.4 Employees with editing privileges on the district's website are expected to receive training before posting content on the district's website.

**10.0 Community Use**

Adult visitors 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**

- 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)
- Family Educational Rights and Privacy Act (FERPA)

**Cross-Reference**

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

*Approved at School Committee Meeting of \_\_\_\_\_  
Replaces Employee Computer and Internet Use (IJNDCB)*