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Instruction
Acceptable Technology Use Community Agreement
These procedures are written to support the ACCEPTABLE USE OF TECHNOLOGY Policy of the Oxford Public Schools and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than digital literacy. Successful, technologically fluent digital citizens live safely, ethically and with civility in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

The district retains control, custody and supervision of all computers, networks and Internet services purchased by the district. The Board of Education reserves the right to monitor all computer and Internet activity by employees and other system users. Employees and students have no expectation of privacy in their use of school computers, including e-mail messages and stored files. Employees and students are expected to use appropriate judgment and caution in communication concerning students and staff to ensure that personally identifiable information remains confidential.

Terminology

Technology Resources/Devices - Oxford Public School computers, Chromebooks, e-mail, mobile devices, cell phones, networks, digital subscriptions, information/data systems, the Internet, peripherals, portal and any other technology-based tools.

Network - The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail, installed software, Internet content, and cloud based systems (Google Apps). The District reserves the right to prioritize the use of, and access to, the network. All use of the network should support student instruction, research and staff development and be consistent with the mission of the Oxford Public Schools.

Users – Anyone, including but not limited to staff, student, Board of Education, visitor/guest, consultant, or external vendor, that access the OPS technology resources.

Safety

To the greatest extent possible, users of digital resources will be protected from harassment and unwanted contacts. Any user who receives communication that is unwelcomed or deemed not safe should bring them to the attention of a teacher or administrator. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The District cannot eliminate access to all such services, nor can they identify all of them. Individual users must take responsibility for their own actions when navigating the technology resources.

Security, Filtering and Monitoring

Security on digital resources is a high priority. If users of the technology resources of the Oxford Public Schools identify a security problem, the user must notify a teacher or administrator at once without discussing it or showing it to another user. Users must not use another individual's account. Providing user account information to other individuals opens up security risks to all users and to the district.

In accordance with the Children's Internet Protection Act, filters are in place to block websites deemed to be obscene, pornographic, and/or harmful to minors. Filtering, however, does not offer full protection to inappropriate sites and should be viewed as one of a number of techniques used to manage users' access to the Internet and encourage acceptable use. At times students and/or staff may access websites that are objectionable. These should be reported to the superintendent/designee for consideration to be blocked by the filtering system.

Adapted from AUP's from New Canaan and Ridgefield, CT

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education, research and staff development in support of the Oxford Public School's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information or any other data communicated, created, or accessed using district digital resources. No user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to state and federal public records disclosure laws.

District Provided ChromeBooks

Students in grades K-12 will receive a District Chromebook. Parents and students must sign and agree to the Acceptable Use Policy and school based policies and guidelines. Parents are financially responsible for damages, loss, or theft of the device. In order to minimize costs to parents the district insures all Chromebooks and asks parents to pay the annual premium ($21-$25 annually). Students who withdraw, are expelled, or terminate enrollment for any other reason must return their devices along with accessories on the date of departure.

Confidentiality and Data Guidelines

The Oxford Public Schools abides by all state and federal laws with regard to student, staff, and organizational data. Confidentiality and overall use of these online resources is protected by law, including the Family Education Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and the Oxford Public Schools Acceptable Use Policy.
- Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and gives parents the right to review student records. Under FERPA, the school district or institution or person acting on the behalf of the school district may maintain educational records, which includes records, files, documents, and other materials that contain information directly related to a student. School officials may only provide student records to third parties with the permission from the parent or eligible student. Directory information may be released if parents do not object to any disclosures.
- Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under 13. No personal student information is collected for commercial purposes. The district will annually inform parents and collect permission that allows the school to act as an agent for parents in the collection of information within the school context. Permission is granted by the acceptance of the annual Acceptable Use Policy. The school's use of student information is solely for education purposes. Student information that is "collected" is described as (projects, documents, email, files, username and password).

The Oxford Public Schools expects all employees and external service providers, acting on behalf of the Oxford Public Schools, to take all measures to protect student, employee, and organizational data. As such, the following guidelines and procedures are to be adhered to by employees, vendors, and service providers.
- All student, employee, and organization data (Oxford Public Schools data) is the property of the Oxford Public Schools.
- All Oxford Public Schools devices and systems must be password-protected at all times when not actively in use by the user.
- All cloud-based resources, software, mobile device apps and 3rd parties with access to data must be approved for use by the IT Coordinator or assigned designee.
- Oxford Public Schools data may be accessed via cloud-based resources and apps while on mobile devices or personal (OPS) devices, however such data may not be downloaded for storage on personal (non-OPS) technology.

- Access to and/or storage of Oxford Public Schools data must be purged and permanently deleted at the termination of employment, service contract/subscription, or consulting.
- Oxford Public Schools data is not to be shared with a third party, including parents or community residents, unless permitted by FERPA, COPPA, CIPA PPRA, or FOI and within the parameters of the type of data that may be released.
- Email containing personally identifiable student information may constitute an educational record and thus be subject to disclosure under FERPA and may, under certain circumstances, be subject to FOI. Staff must comply with FERPA in all email communication with anyone other than the parent(s) of the student or the eligible student

District Publishing Guidelines

Publication of all content and educational records, including digital records, must comply with FERPA, district policies, and professional standards. It is expected that Users public on behalf of the District, school, or individually intellectual property, images, videos and information and such content must be related to school curriculum and instruction, school- authorized activities, and other information relating to school and district goals and ensure the safety and security of all students and staff.
- All distributed content shall follow the standards for ethical behavior and follow the principles and law of intellectual freedom, intellectual property rights, and the responsible use of the digital resources.
- All content shall be age-appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the air Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Responsibilities

Users agree to always adhere to the following standards and expectations for conduct. While learning or teaching in an online classroom or live broadcasting all provisions of the Acceptable Use Policy apply to digital conduct, regardless of the location of use.

1. **Behave ethically, safely, legally, and responsibly when using digital resources**
    a. Refrain from utilizing resources that bypass technology monitoring and filtering.
    b. Handle all technology resources with care and refrain from deleting, damaging, throwing away modifying, or moving content or resources without permission.
    c. Refrain from accessing unauthorized technology resources.
    c. Do not breach, compromise, or disable network security in any way.
    d. Acceptable use of technology defined within the Acceptable Use Policy covers use of all Oxford Public Schools technology resources assigned to and used within schools and off-site.
    e. Refrain from recording teachers or students delivering instruction or conducting meetings using either district or personal devices without prior permission.
2. **Use digital resources to transmit communications or access information only for legitimate educationally relevant purposes and to access educationally appropriate content.**
    a. Refrain from sending or posting any form of communication that breaches the district's confidentiality and data privacy requirements, or the confidentiality of students.

b. Refrain from sending or posting any form of communication that harasses, threatens or is discriminatory.
c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
d Refrain from using social network tools for personal use.
e. Use communication and collaboration tools respectfully and professionally.

3. Respect the privacy of others and treat information created by others as the private property of the creator.

a. Refrain from sharing your username and password; do not ask to use the username and password from another User.
b. Refrain from modifying, copying or deleting files of other users without their consent.
c. Protect the confidentiality and safety of others when sharing work and images.
d. Protect the privacy and confidentiality of students, staff and Oxford Public Schools by adhering to the Confidentiality and Data Guidelines.
e. Share, post and publish only within the context of the District Publishing Guidelines.
f. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

4. All technology assigned to staff, students, or visitors are property of Oxford Public Schools and are to be kept secure and in working condition.

a. All assigned Chromebooks and devices remain the property of Oxford Public Schools and therefore must be returned to appropriate administrators, teachers, or Technology Department staff upon request.
b. Upon departure from the Oxford Public Schools assigned devices are to be returned promptly to the Technology Department.
c. Damaged and non-functioning devices are to be returned immediately to the Technology Department for repair.
d. Staff and students are financially responsible for theft and damage caused by neglect or improper use.

Consequences

Users of the digital resources of the Oxford Public Schools shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.

All illegal use of the technology resources of the Oxford Public Schools, intentional damage or deletion of files or data belonging to others, and copyright/fair use violations or theft of services will be reported to the appropriate legal authorities for possible prosecution and other consequences.

The employee or student shall be responsible for any losses, costs or damages incurred by the district related to violations of district policy or these regulations for which they are responsible.

Violation of the Acceptable Technology Use Policy and Regulation could be cause for disciplinary action, including suspension or revocation of technology access privileges or up to and including expulsion or termination, as defined in other student and staff policies and administered by district administration.

Adapted from AUP's from New Canaan and Ridgefield, CT

OPS Employee, Student and Visitor

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy . Should I commit any violation or in any way misuse my access to the school district's Technology Resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print clearly)_____

User's Signature: _____   Date: _____

Status: Student _____Staff _____ Teacher_____ Visitor____ I am 18 or older____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use Policy for the student's access to the school district's Technology Resources. I understand that access to district Technology Resources is for educational purposes only. I understand that the Oxford Public Schools remains actively committed to maintaining a safe working environment for all users and that since technology changes rapidly, it is impossible for the school to restrict access to all offensive and controversial materials. I understand my child's responsibility to abide by the policy. I agree to indemnify and hold harmless the school, the school computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's use of his or her access to such content or his or her violation of the policy.

I hereby give permission:
- for my child to use the Oxford Public Schools Technologies Resources. Yes_____   No_____
- for my child or representative of the Oxford Public Schools to transmit or publish images of my child (photo or video) and his/her intellectual property under the guidelines of the Digital Publishing Guidelines. Yes_____   No_____

Parent or Guardian (please print):_____ Home Phone:_____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.