

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Rocky Hill Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district’s computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children’s Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY (ADMINISTRATIVE REGULATIONS)

1. Introduction

a. Access to District Computer Systems When Students Are Physically Present on School Property

When students are physically present on school property, the Board of Education (the “Board”) is pleased to offer students access to the district’s computers and computer networks, including access to electronic messaging systems (including email) and the Internet, as well as electronic devices (all of which will be referred to collectively as “computer systems”). Access to the school’s computer systems will enable students to explore libraries, databases, websites, and bulletin boards while exchanging information with others. Such access is provided solely for education-related purposes. Use of the district’s computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. The Board’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

In order to enhance the learning process and foster increased levels of student engagement, the Board and Administration will provide students in grades four through twelve with an individual device (e.g., Chromebook). Upon enrolling at Rocky Hill High School, each student will be provided with an individual device for the duration of his/her high school experience. Beginning with the class of 2022, seniors will be permitted to keep their devices upon graduation. (Students who exit the high school without completing four years may purchase the device on a prorated basis).

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students are required to adhere to a set of policies and procedures, as set forth in detail below, in conjunction with their use of the computer systems. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board’s student discipline policy.

b. Access to District Computer Systems When Students Are Engaged in Remote Learning

The Board and the Administration recognize that technology is integral to the delivery of instruction if and when the district implements any form of digital or remote learning. The district may therefore provide students with remote access to some or all of the District’s computer systems so that students may access the district’s virtual learning environment. Such access, if granted, is provided solely for education-related purposes. Use of the district’s computer systems will be allowed only for students who comply with district policies and procedures concerning computer system use, and demonstrate the ability to use the computer systems in a considerate and responsible manner.

**STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS
AND INTERNET SAFETY (ADMINISTRATIVE REGULATIONS) (Continued)**

2. Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sexual act and c) taken as a whole, it lacks serious literary, artistic, educational, political or scientific value.

Obscene as to minors – means any material or performance if it depicts a prohibited sexual act, and, taken as a whole, it is harmful to minors.

For the purposes of this section, “**harmful to minors**” means that quality of any description or representation, in whatever form, of a prohibited sexual act, when a) it predominantly appeals to the prurient, shameful or morbid interest of minors, b) it is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and c) taken as a whole, it lacks serious literary, artistic, educational, political or scientific value for minors.

For the purposes of this section, "**prohibited sexual act**" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography –means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

3. Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, *as the owner of the computer systems, reserves the right to monitor and review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY (ADMINISTRATIVE REGULATIONS) (Continued)

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review electronic messages sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's data downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

4. Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks;
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;
- ◆ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, obscene as to minors, or contains child pornography, as defined above;
- ◆ Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- ◆ Cyberbullying;
- ◆ Accessing or attempting to access social networking sites (e.g., Facebook, Twitter, Instagram, Snapchat, TikTok, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

**STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS
AND INTERNET SAFETY (ADMINISTRATIVE REGULATIONS) (Continued)**

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report or discuss the issue with a teacher or the school principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

5. Internet Safety

The Administration will take measures: to assure the digital safety and security of students when using electronic messaging systems, email, chat rooms, distance learning platforms, and other forms of direct electronic communications; to prohibit unauthorized access, including “hacking” and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students’ access to online materials that are obscene or obscene as to minors, or contain child pornography, to the extent practicable when students are using Board-owned computers or devices and Board-provided Internet access.

6. Student Use Agreement

Before being allowed to use the district’s computer systems, students and/or their parents/guardians must sign a computer system use agreement, stating that they have read and understood the district’s policies and regulations regarding the use of its computer systems.

7. Board-Funded Device Protection Plan

Students will be automatically enrolled at the Board’s expense each year in the Device Protection Plan. Specifics pertaining to this plan are outlined in APPENDIX II.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 *et. seq.* (computer-related offenses)

Conn. Gen. Stat. § 53a-193 (definition of obscene and obscene as to minors)

18 U.S.C. § 2256 (definition of child pornography)

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children’s Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

Miller v. California, 413 U.S. 15 (1973) (definition of obscene)

**COMPUTER SYSTEMS USE AND USE OF PRIVATE TECHNOLOGY DEVICES
AGREEMENT**

Internet access is available to students and staff members in the Rocky Hill Public Schools. The Board of Education is pleased to provide this access to Rocky Hill and believes the Internet offers vast, diverse and unique resources to both students and staff. To the greatest extent possible, the Board seeks to filter out objectionable services on the Internet. Total elimination of access to objectionable services is not possible. Individual student users must take responsibility for their own activities when navigating the Internet. Our goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

STUDENT

I understand and will abide by the Student Use of the District’s Computer Systems and Internet Safety Policy (Policy #5760) and the Use of Private Technology Devices by Students (Policy #5770). I understand that any violation of the policy or corresponding regulations is unethical and may constitute a criminal offense. Should I commit any violation of said policy, my access privileges may be revoked. I will be subject to disciplinary actions. **I have reviewed APPENDIX II – Board-Funded Device Protection Plan Guidelines and Invoice Procedures.**

Name of Student _____
(please print)

Signature of Student _____ Date _____

PARENT OR GUARDIAN (Student under age 18)

As the parent or guardian of this student, I have read the Student Use of the District’s Computer Systems and Internet Safety Policy (Policy #5760) and the Use of Private Technology Devices by Students (Policy #5770) and its corresponding regulations. I understand that this access is designed for educational purposes. I recognize it is impossible for the system to restrict access to all controversial materials and I will not hold the Board responsible for materials acquired on the network. I hereby give permission for my child to access the Internet. I certify that the information contained on this form is correct. I understand that any violation of the schools’ policy or regulations by my child may result in loss of access and/or disciplinary action as deemed appropriate by the administration. **I have reviewed APPENDIX II – Board-Funded Device Protection Plan Guidelines and Invoice Procedures.**

Name of Parent/Guardian _____
(please print)

Signature of Parent/Guardian _____ Date _____

**BOARD-FUNDED DEVICE PROTECTION PLAN GUIDELINES
AND INVOICE PROCEDURES
Grades Four through Twelve**

Introduction

The intent of this document is to define the expectations for both the Rocky Hill Public Schools Technology Department and building administrators of students in grades four through twelve who take their Chromebooks home. The following procedures will outline the use of the district Device Protection Program (DPP) for necessary repairs to a student’s assigned Chromebook.

Student Enrollment in Device Protection Program

- Each year, students will be automatically enrolled in the Device Protection Plan (DPP) at the Board’s expense.
- The first accidental damage claim of the school year (beginning July 1) will be covered in full. Upon reporting the damage to the Technology Department, the damaged device will immediately be exchanged with a similar functional device.
- Subsequent damage within the same school year will result in the generation of an invoice to be paid by the parent/guardian or student as listed in Appendix B. Loaner devices will be available in the Library Media Center of the student’s school. Loaner devices are expected to be returned at the end of each day.
- A missing Chromebook and/or charger will be invoiced outside of the DPP unless a police report is filed and submitted in the case of a stolen device.
- Starting with the graduating class of 2022, students may keep their assigned Chromebook if they do not have outstanding fees owed.
- Before seniors graduate, all outstanding charges (e.g., damages, missing chargers, etc.) must be paid before students can keep their Chromebook.

Families Experiencing Financial Hardship

- If the family, due to financial hardship, is unable to provide payment for any subsequent accidental damage, the invoice will be paid by the school. Parents/guardians and/or the student should speak with the school principal regarding this issue.

Chromebook Chargers and Asset Tags

- One repair to a charger will be covered under the DPP in the same manner as the Chromebook itself (one covered incident per school year).
- Lost or intentionally damaged chargers will be invoiced at the rate listed in Appendix B.
- Asset tags should remain on the Chromebook for identification purposes. Lost or damaged asset tags will be invoiced at the current rate listed in Appendix B.

**STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS
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Manufacturer’s Warranty

- The DPP covers the cost of 3-year manufacturer warranties on all Chromebooks. Manufacturer defects will be covered regardless of student status in the DPP. This includes inoperability of the Chromebook when there is no visible damage present.
- The Rocky Hill Public Schools Technology Department reserves the right to open a device that appears to have no accidental or physical damage to ensure there is nothing internal that is causing the failure of the device.

Intentional Damage

- If the Rocky Hill Public Schools Technology Department finds evidence of intentional damage, the parent/guardian and/or student will receive an invoice for the repair.
- Determination of intentional damage will be discussed with building administrators and Tier 2 district technicians.
- If intentional damage is determined, the student will be required to attend a Digital Citizenship and Acceptable Use Policy Refresher Class. The student will be required to sign-out a loaner device on a daily basis from the Library Media Center and return it at the end of the day.

Invoicing Procedure

An invoice will be provided every time a repair is made regardless of the status in the DPP (see sample in Appendix A).

1. Identify issues with the Chromebook.
 - a. If the issue is a Chromebook defect (motherboard failure, dead battery, etc.), replace the device and provide a voided invoice as receipt. Note the repair on the building repair sheet. This does not count toward the first DPP incident.
 - b. If the issue is caused by the student, proceed to step 2.
2. Check to see if this is the student’s first repair to be covered by the insurance.
 - a. If this is the student’s first instance of damage for the current school year, replace the device and issue a “voided” invoice to the student as a receipt of the DPP coverage for the repair.
 - b. If this isn’t the student’s first instance of damage for the current school year, proceed to step 3.
3. Complete the invoice and email it to the student and parent(s)/guardian(s). A physical invoice may also be given to the student and/or may be mailed home.
4. The student can borrow a loaner device from the library until the invoice is paid. Do not swap the device. Loaners should be returned to the library at the end of each school day.
5. Log information on the repair sheet.
6. Once payment has been received, swap out the Chromebook. Provide the student and the parent with a receipt of payment from the receipt book.
7. Update the repair sheet, mark PAID and send payment to the Technology Secretary.

SERIES 5000 – STUDENTS **5760 – APPENDIX II**
STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS
AND INTERNET SAFETY (ADMINISTRATIVE REGULATIONS) (Continued)

APPENDIX A: SAMPLE INVOICE

(Invoice for Chromebook Repairs and/or Damages)

Dear Parent(s)/Guardian(s) and Student:

This is an invoice for damages and repairs to your child’s district-issued Chromebook. Parent(s)/guardian(s) and the student are responsible for the cost of any repairs and damages to device if they have already had a repair covered through the district’s Device Protection Program (DPP).

Student Name: _____ Student ID: _____

Device Serial Number: _____ Date: _____

1st Repair	Subsequent Repairs
<input type="checkbox"/> Covered by Insurance Tech Initials: _____ Date: _____	All Subsequent repairs are the responsibility of the student and their parent(s)/guardian(s). Date: _____
<input type="checkbox"/> Replacement Chromebook: \$250 <input type="checkbox"/> Replacement Chromebook Screen: \$75 <input type="checkbox"/> Replacement Chromebook Keyboard: \$55 <input type="checkbox"/> Replacement Chromebook Battery: \$50 <input type="checkbox"/> Replacement Chromebook Charger: \$35	<input type="checkbox"/> Replacement Chromebook: \$250 <input type="checkbox"/> Replacement Chromebook Screen: \$75 <input type="checkbox"/> Replacement Chromebook Keyboard: \$55 <input type="checkbox"/> Replacement Chromebook Battery: \$50 <input type="checkbox"/> Replacement Chromebook Charger: \$35 <input type="checkbox"/> Replacement Asset Tag: \$5
The DPP only covers one instance of accidental damage per school year.	Intentional damage and/or missing technology are not covered by the DPP.

Total amount due: \$ _____

Payment must be received prior to being assigned another district-issued device. Please make checks payable to Rocky Hill Public Schools or pay exact cash. If you are experiencing financial hardship and need assistance, please contact the main office.

For office use only:
 Admin. Signature: _____ Date: _____

APPENDIX B: Chromebook Price List

Device Repair or Replacement Price List	
Item/Description	Price
Replacement Chromebook	\$250
Replacement Chromebook Screen	\$75
Replacement Chromebook Keyboard	\$55
Replacement Chromebook Battery	\$50
Replacement Chromebook Charger	\$35
Replacement Asset Tag	\$5