

## **EMPOWERED DIGITAL USE - ACCESS TO DIGITAL RESOURCES**

The Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. The Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops 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 and are aligned with Massachusetts Curriculum Frameworks and standards.

### **Safety Procedures and Guidelines**

The Superintendent or designee shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer use or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA)
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and

The District shall provide reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All elementary students must agree to and sign the Empowered Digital Use form prior to the student being granted any access to digital resources and digital networks. The Empowered Digital Use Student Contract form, which specifies guidelines for using digital resources and district networks, must also be signed by the parent or legal guardian.

Parent/Guardians of students in the Junior High and High School are required to check the box on the District's School Permissions Form on the PowerSchool Parent Portal indicating that they and their child have access to the District's digital resources and networks, and they will comply with the policies as outlined in their student handbook. These records shall be kept on file as a legal, binding document. In addition, Junior High and High School students are verbally reminded throughout the year that they are responsible for reading and complying with the technology policies and procedures found in the handbooks.

### **Community Use**

Community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they abide by the rules of usage established by the Superintendent or designee.

### **Disregard of Rules and Responsibility for Damages**

Individuals who violate District rules and/or perform illegal activities governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Illegal activities may also be subject to law enforcement.

Individuals may be asked to reimburse the District for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

### **Audit of Use**

All digital information sent, received or stored on any school district accounts, hardware or devices, is subject to the MA Public Records Law and should not be considered private.

LEGAL REFS: 47 USC § 254

CROSS REFS: Employee Technology Acceptable Use Policy, File: GBEE  
Empowered Digital Use Student Contract, File: IJND - E

APPROVED: 6/23/16

(File: IJNDB was deleted)

***Acton-Boxborough Regional School District***