

## I. PURPOSE AND SCOPE

The Ludlow Public Schools (“District”) provides access to current and emerging technologies, equipment, the Internet, and data resources (“ICT tools and resources”), for educational and administrative purposes. This Acceptable Use Policy (“AUP”) governs all activity while using the District’s ICT tools and resources, regardless of the User’s physical location and/or their use of a personally owned device to access these resources. This AUP policy applies to all- students, staff, parent/guardians and visitors.

Glossary	
<b>Information Communication Technology (ICT)</b>	collectively- District provided current and emerging technologies, equipment, the Internet, and data resources, including Social Media and any web-based applications (e.g. Aspen Staff/Student/Parent Portal, Google Apps for Education)
<b>User</b>	for the purpose of this AUP, a User is anyone- student, staff, parents/guardians, and visitors accessing or utilizing Ludlow Public Schools ICT tools and resources
<b>Digital footprint</b>	a User's unique trail of digital activities, actions, and communications that leave a data trace on the Internet or on a computer or other digital device and can identify that User or device
<b>CIPA</b>	The Children's Internet Protection Act ( <a href="#">CIPA</a> ) is a federal law that addresses concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-Rate program. [NOTE: E-Rate is a federal program that makes certain communications services like Internet bandwidth and other products, more affordable for eligible schools and libraries.]
<b>COPPA</b>	Congress passed the Children’s Online Privacy Protection Act ( <b>COPPA</b> ) to put parents in the driver’s seat when it comes to information websites collect about their kids under 13. Congress directed the Federal Trade Commission (FTC), the nation’s consumer protection agency, to issue the Children’s Online Privacy Protection Rule.

## II. AVAILABILITY OF DISTRICT ICT TOOLS AND RESOURCES

Access to the District's ICT tools and resources is a privilege granted to all students, staff, parents/guardians and visitors of the Ludlow Public Schools.

All Users will be required to acknowledge receipt and understanding of this and any policy or procedure governing the use of ICT tools and resources. All Users must agree in writing on an annual basis, to comply with those policies and procedures. District administration reserves the right to change these rules at any time without notice. Noncompliance with applicable regulations and procedures may result in suspension or termination of User privileges and other disciplinary actions up to and including termination of employees or suspension of students, consistent with the policies of the Ludlow Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Ludlow Public Schools up to and including termination of employees, or suspension of students.

Making the Internet available to students carries with it the potential that some students might encounter information that others have identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter on the Internet. The District does provide CIPA compliant web content filtering. Students are expected to behave as they would in a classroom or any other educational environment when accessing and/or using District ICT tools and resources, whether using school owned devices or personally owned devices. Parent/guardians are partners with District staff in setting and conveying the standards that their children should follow when using the Internet or any digital resource.

## III. TECHNOLOGY, NETWORK, AND INTERNET ACCESS

ICT tools and resources are the property of the Ludlow Public Schools and are intended exclusively for District business, administrative and educational use only.

Acceptable uses of ICT tools and resources support our educational goals.

- ICT tools and skills help prepare students for success in life and work as they learn how to locate, evaluate, and communicate information
- ICT tools and skills will be used to increase communication (staff, parent/guardian, and student)
- ICT tools and skills will enhance productivity and lifelong learning
- ICT tools and skills will assist staff and students in developing a truly engaged learning community within the District and the broader world
- ICT tools and skills foster the spirit of 21st Century Learning, one of creativity, sharing and collaboration
- Users will behave responsibly and take reasonable care of all ICT tools, resources and equipment (property of the Ludlow Public Schools)

Digital information research, critical thinking and collaboration skills are now fundamental to the development of 21st Century citizens and employees. The School Committee expects that staff will blend thoughtful use of ICT tools throughout the curriculum and that the staff will provide guidance and instruction to students as they develop new skills in digital and media literacies.

REMINDERS:

**1- You, the User, are responsible for your computer and online account(s) including an e-mail if issued.**

- You understand that passwords are private and that you should not share passwords with anyone. You understand that you are responsible for all activities done through your account(s). You will not allow others to use your account name and password, or try to use those of others. You understand that you will be in violation of the law if you attempt to capture in any way another person's password. You understand that it is important to log off a computer or password protected resource at the end of every session so another User cannot use your account.

**2- You, the User, are responsible for your language.**

- You will use appropriate language in all email messages, online postings, and other digital communications. You will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

**3- You, the User, are responsible for how you treat other people.**

- You will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, shared documents etc.) responsibly. You will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

**4- You, the User, are responsible for your use of the Ludlow Public Schools network.**

- You will use Ludlow Public Schools ICT resources responsibly. You will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. You will not search, retrieve, save or circulate images or information about drug use, alcohol or weapons using any Ludlow Public Schools ICT resources unless authorized as part of a school assignment.

**5- You, the User, are responsible for your conduct on all online sites, personal or academic.**

- You understand that what you do on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers and administrators.

**6- You, the User, are responsible for being honest while you are online.**

- You understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

**7- You, the User, are responsible for protecting the security of the LPS network and ICT resources.**

- You will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, including file sharing, shareware, or freeware, on school computers, nor will you attempt to disrupt use of the LPS network, bandwidth or any ICT resource.

**8- You, the User, are responsible for protecting school property.**

- You understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or ICT resource.

**9- You, the User, are responsible for respecting other people's property online.**

- You will obey copyright laws. You will not plagiarize or use others' work without proper citation and permission. You will not illegally download materials protected by copyright, including but not limited to music and movies.

## **10- You, the User, are responsible for following school rules whenever you publish anything online.**

- You will follow all guidelines set forth by District administration and staff when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting, video server, or any collaborative site or resource). You understand that it is not safe to post any personal information about yourself, including but not limited to: name, address, phone number or school. You will not post personal information, photos or videos of students or staff on any online site, including but not limited to websites, social networks, blogs, wikis, and discussions forums, without permission.

### FURTHER REMINDERS

#### A. DIGITAL FOOTPRINT

- Users should be aware that whatever they say or publish online leaves a “digital footprint,” even if deleted.

#### B. PUBLISHING ONLINE

- Use of the Ludlow Public Schools district name, or any Ludlow Public School name, is prohibited unless approved by the Superintendent or designee.

#### C. SOCIAL MEDIA / EXTERNAL SITES

- Social Media or external sites (those not District managed) requiring a student account must be registered with, and approved by, the Principal or designee as an extension of your classroom.
- Social Media or external sites (those not District managed) requiring a student account must be posted as part of syllabus or other notification for parent awareness to comply with COPPA.

#### D. MONITORED USE

- Communication over school networks should not be considered private. Use of ICT tools and resources by students and employees shall not be considered confidential or private and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes, as well as to ensure the safety and security of minors when using digital resources.

#### E. NO LIABILITY

- The Ludlow Public Schools shall not be liable for Users' inappropriate use of District ICT tools and resources, or violations of copyright restrictions, Users' mistakes or negligence, costs or financial liabilities incurred by Users, or damages sustained by Users, including but not limited to service interruptions or data loss. The Ludlow Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

*Unacceptable uses of ICT tools and resources are, but not necessarily limited to, the following:*

A. Illegal Activities

- Users will not attempt to gain unauthorized access to the District network or to any District resource or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- Users will not make deliberate attempts to disrupt network performance and/or access to the Internet by initiating a DDOS attack, or destroying data by spreading computer viruses or other means. These actions are illegal.
- Users will not use District ICT tools and resources to engage in any other illegal act, including, but not limited to, arranging for sale or use of drugs, or the purchase of alcohol, threatening the safety of person, cyberbullying etc., or using those tools and resources for personal gain

B. Inappropriate Language, Graphics, Video and Audio

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, graphics, video, or audio while using any District ICT tool or resource.
- Users will not post information that, if acted upon, could cause damage or endanger others
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a User is told by a person to stop sending him/her messages or harassing him/her, the User must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not engage in any form of cyberbullying (minors), or cyber-harassment or cyber-stalking (adults).

C. Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the User
- Users will respect the rights of copyright owners. If a work contains language that specifies acceptable use of that work, the User should follow the expressed requirements. Otherwise the User should request permission from the copyright owner. Individuals who fail to adhere to copyright law and procedures may be held personally liable for copyright infringement.

**Approved:** July 25, 2017