

Instruction**Responsible Use Policy**

Regional School District #10 believes in the educational value of technology and recognizes its potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing computer resources, including Internet access, is to promote educational excellence by facilitating resource sharing, innovation and communication.

We are pleased to offer the students and staff of Regional School District #10 access to the school's computer network, including wireless access points to the network and Internet and electronic mail for staff. Access to the school's wired and wireless network will enable students and staff to powerfully and efficiently explore thousands of libraries, databases, and bulletin boards throughout the world. In addition to Internet and E-Mail access, the school's local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the school.

Region 10 also recognizes the potential value of technological devices that students privately own. Subject to the rules established by administrative regulations, students will be encouraged, as appropriate, to bring personally owned devices to school to be used for educational purposes. Region 10 is committed to enabling all students to have access to technology-supported learning. Within available resources, the Superintendent of Schools may create a program to provide access to devices for students who cannot afford them.

However, the opportunities presented by the technology raise concerns as well. Sadly, abuse of these systems can and does occur. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, access to other materials is also possible. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages and we make every effort to ensure proper use of the network by students.

Furthermore, these technologies are expensive to purchase, install and maintain. As the property of Regional School District #10, they must be carefully handled and their integrity preserved for the benefit of all. It is expected that users will comply with district procedures and guidelines and will act in a responsible and legal manner when using or accessing the district's technological resources. As with other district-owned educational materials, the Board may impose sanctions or charge fees to students for unreturned or damaged technology.

The Superintendent of Schools is authorized to establish administrative guidelines for the responsible use of district computer resources including any applicable Internet safety guidelines required by law as well as rules student use of personally owned devices on school grounds.

For the purpose of this policy and administrative regulations, the following definitions shall apply:

“Computer resources” and/or “technological resources” means the school district’s entire computer network and equipment. This includes, the school’s computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand-alone computers, laptops, tablets, e-readers, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school’s computer network. It therefore includes all e-mail services, wireless services and Internet access.

“Personally owned device” means any privately owned, electronic technology that a student brings to school. The definition includes, but is not limited to, mobile communication systems, smart technologies, laptops, tablets, netbooks and any other technology that can be used for wireless Internet access, word processing, image and/or sound recording and the transmission, receipt, and storage of data and information.

Legal References:

Conn. Gen. Stat. §10-221 Boards of education to prescribe rules, policies and procedures

20 U.S.C. 6777 Internet Safety (Children's Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.P.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries"

Policy revised:

March 8, 1999

June 10, 2002

March 14, 2005

August 25, 2008

August 2012

January 2016

Appendix A

**Regional School District #10  
Responsible Use Policy Agreement**

Internet access is available to students and staff in the Regional School District #10 system schools. The Board of Education 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 content is not possible. Individual student users must take responsibility for their own activities when navigating the Internet. Anyone with security/technical violations or who inadvertently or unintentionally accesses objectionable materials should report this immediately to the staff member in charge. Our goal in providing this service to staff and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

Student

I agree to follow the rules regarding my use of school computer resources, including wireless access for any devices that I may bring to school. I understand that any technology that I use at school will be for educational purposes. I also understand that if I break any of the rules about the use of technology at school, I might be disciplined and/or lose the ability to use technology at school, or face other penalties or legal action.

Name of student \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Guardian (Student under age 18)

As the parent or guardian of this student, I have read the Responsible Use Policy and Regulations. I understand that this access is designed for educational purposes. I also recognize it is impossible for Regional School District #10 to restrict access to all controversial materials and I will not hold the school system responsible for materials students may acquire on the network including materials students access through personally own devices used at school. I hereby give permission for my child to access the Internet, be issued an account if necessary and also certify that the information on this form is correct. I understand that any violation of school policies, procedures and guidelines by my child may result in loss of access to technology, disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Name of Parent or Guardian \_\_\_\_\_

(Please print)

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE REGARDING ELECTRONIC MONITORING**  
**Staff Notification**

In accordance with Connecticut law, Regional School District #10 hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While Regional School District #10 may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

“Electronic monitoring” means the collection of information on Regional School District #10 premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of Regional School District #10’s premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by Regional School District #10 in its workplaces:

- Monitoring of e-mail and other components of Regional School District #10 computer systems for compliance with its policies, procedures and guidelines concerning use of such systems.
- Video and/or audio surveillance within Regional School District #10’s facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of Regional School District #10’s telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, Regional School District #10 may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of Regional School District #10 or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Assistant Superintendent or the District Information Systems Specialist. As a note, Freedom of Information rules and regulations will apply to most e-mail communications.

Adopted: June 10, 2002  
Revised: March 14, 2005  
Revised: August 25, 2008  
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