



Quincy Public Schools Information Technology

Acceptable Use Policy for Staff, Students, and Guests

Revised May 6, 2013

Introduction

This Acceptable Use Policy is enacted as of May 2013 by the Quincy School Committee to provide Quincy Public Schools (QPS) parents, students, staff, and guests with a statement of purpose and explanation of the use of technology within our learning community. This policy is reinforced by practice, acceptable use standards and an Acceptable Use Agreement Form which all users are required to read and sign before accessing Quincy Public Schools' computer resources, electronic resources, and network infrastructure.

Purpose

Quincy Public Schools provides a wide range of technology resources to support and enhance our schools' academic offerings. Ultimately, familiarity with technology will provide our students with preparation for college and careers and provide access to lifelong learning. Technology resources are also utilized to provide relevant school information to the community through the Quincy Public Schools website and social media platforms.

All computers and electronic devices used in the Quincy Public Schools are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this Acceptable Use Policy and guidelines for the use of the Quincy Public Schools Networks (including QPS Wireless Guest Network) as contained herein, will result in the revocation of access privileges.

Definitions

- Active Directory is a directory service created for Windows domain networks. It authenticates and authorizes users and computers in the network—assigning and enforcing security policies for all computers and installing or updating software. For example, when a user logs into a computer on the Quincy Public Schools network or remotely accesses email, Active Directory checks the submitted password and determines whether the user is a system administrator or normal user.
- BYOD or Bring Your Own Device is allowing staff and students to bring their personal electronic device(s) (smart phones, tablets, laptops, etc.) onto a school site and connect them to the Quincy Public Schools' Wireless Guest Network. Use of personal devices by students is subject to the permission and supervision of the individual classroom teacher.
- Cyber-bullying - is defined in Chapter 92 of the Massachusetts Acts of 2010 as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images,

sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. For more information on Cyber-bullying please see the Quincy Public Schools Anti-Bullying Prevention/Intervention Plan [http://quincypublicschools.com/qpsinfo/download/district/support-services/Antibullying_Prevention_and_Intervention_Policy\(2\).pdf](http://quincypublicschools.com/qpsinfo/download/district/support-services/Antibullying_Prevention_and_Intervention_Policy(2).pdf)

- Digital information or digital media is any data that is created, transmitted, or accessed by digital technology. Digital technology is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation.
- Electronic Device(s) - a term as used in this policy, which includes: all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet, but will not be limited to: laptops, netbooks, mobile cellular phones, smart phones, personal digital assistants, personal media devices (iPods, iPads, e-Readers, tablets, computers, and similar devices) and any other internet-enabled communication devices or other new technologies developed that are capable of connecting to the Quincy Public Schools Guest network or other independent mobile network.
- User refers to staff members, administrators, students, or authorized guests who connect to the Quincy Public Schools' network, who uses digital technology belonging to the Quincy Public Schools, or who accesses our networks (secured and guest). Authorized guest users will be issued a password with which to access the Quincy Public Schools Guest Network at their school site.

Acknowledgements Sections of this document were adapted from the *Internet Acceptable Use Policy of Guilford County School Technology Services Policies, Procedures, and Standards*, Greensboro, NC; *Framingham Public Schools Acceptable Use Policy*, Framingham, MA; *Hanover Public Schools Internet & Computer Acceptable Use Policy*, Hanover, MA; *Burlington Public Schools School Committee Acceptable Use Policy*, Burlington, MA; and the South Shore Educational Collaborative which also acknowledged: *The Net: User Guidelines and Netiquette*, Arlene Ranaladi, Florida Atlantic University; *The Lexington Public Schools Acceptable Use Policy*, Lexington, MA; *The Bellingham Public Schools District Internet and E-Mail Rules*, Bellingham, MA.

Technology/Networks User Responsibilities

A responsible user shall:

- Understand that access to Quincy Public Schools technology and networks is a privilege, not a right.
- Use appropriate language, respond or inquire politely, and consider what others may find hurtful or offensive when sharing content.
- Be mindful that email, messages, or other original content can be shared without electronic restriction and not commit to writing that which might be better expressed in person.
- Maintain privacy of user names and passwords and be responsible at all times for proper use of email or other accounts.
- Utilize the official QPS e-mail address provided to staff to transact school-related business, and follow all guidelines, including frequently changing passwords and using the web-based service provided to remotely access email (<https://mail.quincypublicschools.com>).
- Use the QPS Technology/Networks to expand and enhance classroom curriculum, while conforming with copyright laws and giving appropriate source credit.
- Observe safeguards around revealing personal information, only entering non-specific personal data (for example, age or gender) in order to access educational information. Students should do this only under the supervision of Quincy Public Schools staff.
- Understand the policies and procedures of the Quincy Public School Acceptable Use Policy. If the rules are violated or if you develop a record of unacceptable behavior, disciplinary action may be taken.
- Understand that the information contained herein is not all-inclusive and that Quincy Public Schools reserve the right to notify a user of any other impermissible action regarding the use of the Quincy Public Schools Networks at any time.

A responsible user shall NOT:

- Use Quincy Public Schools Technology or Networks for any illegal or inappropriate purposes, including but not limited to financial gain or commercial activity.
- Use impolite or abusive language, cyber-bully, or access obscene or pornographic materials.
- Violate the rules of common sense or etiquette. This includes forwarding emails, messages, or content that the originator may have intended to be private.
- Delete or alter computer files that do not belong to the user.
- Share a username or password with anyone else.
- Vandalize Quincy Public Schools Technology or Networks. Users will be legally liable for any damage they might cause.
- Create conditions which cause congestion of the networks or otherwise interfere with the work of others.
- Violate any federal or state laws or regulations in regard to student record confidentiality.
- Violate an individual's right to privacy.
- Transmit any material in violation of local, state, and federal law or regulation. This includes copyrighted materials and copying licensed software in violation of copyright laws.
- Bypass the Quincy Public Schools Internet content filters. This includes the use of SSH, proxy-sites, and remote desktop protocols.
- Modify policies, machine settings, or infrastructure to gain unauthorized access to resources or to evade established security configurations.

General User Reminders

- Because access to the internet provides connections to other computer systems located throughout the world, users (and parents of student users) must realize that neither the Quincy Public Schools nor any district staff member control the content of the information available on the Internet. Some of the information available is controversial and may be offensive. A filtering program is used in an effort to limit access to such materials and Staff/Administration will also monitor all student use.
- Quincy Public Schools will not provide support for or guarantee the availability or suitability of any third party e-mail services (including Gmail, Hotmail, or Yahoo).
- Quincy Public Schools reserves the right to examine all data stored on local machines, on servers, and on students' personal electronic devices to make sure that all users are in compliance with this Acceptable Use Policy.
- All Quincy Public School computers are restricted using Microsoft's Active Directory policy manager and require a user name to log in to the network. Access varies according to the user identification and group.
- Students may be assigned user names and passwords to access Quincy Public Schools-installed software. They may save created work to an external/virtual storage device.
- Staff members have personal user names and passwords to access computers and email and have access to Quincy Public Schools-installed software. Staff members are allowed to download from the Internet and save data to their computers; however, they are not allowed to install software. Staff members may submit requests to have software approved by the Information Technology department and then installed through the Quincy Public School's Help Desk System (helpdesk@quincypublicschools.com).

Quincy Public Schools STAFF and GUESTS BYOD (Bring Your Own Device) Policy

Quincy Public Schools believes that the use of personal electronic devices in the classroom will provide innovative learning experiences for our students. With today's constantly changing technology landscape, our staff members will be able to use the devices they are familiar with to bring expanded access to content and educational enhancements to their classrooms.

The use of personal electronic device(s) on a school site is a privilege which the Quincy Public Schools grants to any staff member who is willing to assume the responsibility of abiding by the guidelines set forth in this **Quincy Public Schools' Information Technology Acceptable Use Policy**. Authorized users will be issued a password to access the Quincy Public Schools Guest Network.

Staff members are also responsible for physically securing their personal devices within their school site. Quincy Public Schools assumes no responsibility or financial liability for any damage staff member suffers, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal electronic device. If a personal electronic device appears to have been stolen, the staff member should immediately report the incident to the Principal's office.

- Staff members may connect wirelessly to the Quincy Public Schools Guest Network. Personal electronic devices may not be used for games, non work-related messaging, social media, streaming movies, music, videos or other forms of entertainment while connected to the Quincy Public Schools Guest Network.
- **Staff members are strictly prohibited** from using peer-to-peer file sharing software, such as Napster or Limewire. The use of network monitoring software or applications considered invasive by Quincy Public Schools is considered to be a serious offense, and will result in disciplinary actions.
- If staff members are found to be in violation of the Quincy Public Schools Acceptable Use Policy, they may be directed to remove their personal electronic device(s) from the Quincy Public Schools Guest Network. Any Staff member who is suspected of violating the Acceptable Use Policies or other Quincy Public Schools Policies will be referred to the Quincy Public Schools Administration and may be subject to disciplinary action.

Quincy Public Schools STUDENT BYOD (Bring Your Own Device) Policy

The use of personal electronic device(s) on a school site is a privilege which the Quincy Public Schools grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this **Quincy Public Schools' Information Technology Acceptable Use Policy**.

Any student who receives approval to bring an electronic device is also responsible for physically securing their device within the school site. Quincy Public Schools assumes no responsibility or financial liability for any damage the student or parent suffers, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal electronic device. If an electronic device appears to have been stolen, the student should immediately report the incident to the Principal's Office.

- Students may connect wirelessly to the Quincy Public Schools Guest Network with the approval of a Quincy Public Schools staff member. Personal electronic devices may not be used for games, messaging, social media, streaming movies, music, video viewing or other forms of entertainment while connected to the Quincy Public Schools Guest network.
- Students must follow any additional guidelines which a classroom teacher or Quincy Public Schools staff member might impose. The use of the electronic device(s) may in no way disturb the learning environment.
- **Students are strictly prohibited** from using peer-to-peer file sharing software and messaging programs. The use of network monitoring software or applications considered invasive is considered to be a serious offense, and will result in disciplinary actions. Network access is a privilege that may be revoked for any reason at the discretion of Quincy Public Schools Administration.
- Any student who is suspected of violating the Acceptable Use Policies will be referred to the Principal's Office. Students must yield their personal electronic device(s) to any Quincy Public Schools staff member or Administrator upon request. Authorized personnel may inspect the system to determine whether Acceptable Use or other Quincy Public Schools Policies have been violated.

QUINCY PUBLIC SCHOOLS

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Parental Consent for Students under 18 years of age

Please assist your child to read and comprehend the Quincy Public Schools Information Technology Acceptable Use Policy. The purpose of the Information Technology Acceptable Use Policy is to provide information on responsible use of technology.

Signing below indicates that I have read the Quincy Public Schools' Information Technology Acceptable Use Policy and I understand the policies outlined in the document. Quincy Public Schools has my permission to allow my child to access the Quincy Public Schools networks and access technology for educational purposes, including the Internet. I have read and explained the Quincy Public Schools Acceptable Use Policy to my child.

I release the Quincy Public Schools and all other organizations related to Quincy Public Schools technology access from any liability or damages that may result in any way from my child's use of the technology access provided. In addition, I will accept full responsibility and liability for the results of my child's actions with regard to the use of this technology. I release Quincy Public Schools and any related organizations from any liability relating to consequences resulting from my child's use of the technology.

Student Last Name

First Name

School Name

Grade/Homeroom

Parent/Guardian Last Name

First Name

Parent/Guardian Signature

Date

(See next page for Student Consent Form for students over 18 years of age.)

QUINCY PUBLIC SCHOOLS

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT for Students over 18 years of age

Signing below indicates that I have read the Quincy Public Schools' Information Technology Acceptable Use Policy. I realize that the primary purpose of technology access is educational, and that as such, educational purposes shall take precedence over all others. I know that if I follow the stated policies, I may have access to the Quincy Public Schools technology services, including Internet access.

I release the Quincy Public Schools and all other organizations related to Quincy Public Schools technology access from any liability or damages that may result in any way from my use of the technology access provided. In addition, I will accept full responsibility and liability for the results of my actions with regard to the use of this technology. I release Quincy Public Schools and any related organizations from any liability relating to consequences resulting from my use of the technology.

Student Last Name

First Name

Signature

Date

School Name

Grade/Homeroom

QUINCY PUBLIC SCHOOLS

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT FOR STAFF

Signing below indicates that I have read the Quincy Public Schools' Information Technology Acceptable Use Policy. I realize that the primary purpose of technology access is educational, and that as such, educational purposes shall take precedence over all others. I know that if I follow the stated policies, I may have access to the Quincy Public Schools technology services, including internet and email access. I understand that any violation of this policy may result in disciplinary action.

Last Name

First Name

Signature

Date

School Name

Position

Google Accounts for Education

Responsible Use Guidelines

Quincy Public Schools

Quincy Public Schools has implemented "Google Accounts for Education" for students and teachers. All QPS students will be assigned a QPS Google Education account, which provides access to several "**Google Apps**". Among these "apps" are **Google Docs** (Students have access to word processing, spreadsheet, drawing, and presentation program which is very similar to Microsoft Office.) **Google Drive** (a file storage and synchronization service created by Google. It allows users to store files in the cloud, share files, and edit documents, spreadsheets, and presentations with collaborators.), **Google Classroom** (is a blended learning platform for schools that aim to simplify creating, distributing and grading assignments in a paperless way. Teachers hand out this website for kids so they can have an easy and simple way of learning) and **Google Calendar** (students can access an individual calendar in order to organize schedules, daily activities, and assignments.) Students will be encouraged to use their accounts for school-related work in the upcoming years.

Responsible Use Guidelines

1. All rules, regulations, and guidelines already covered by the school's Acceptable Use Policy (AUP) and personal devices (BYOD Policy) document, as well as all local, state, and federal laws apply to use of the student Google Apps for Education account. Nothing illegal, immoral, or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed using the Google account.
2. The students' Google account is for school projects. The school offers no guarantees to the safety or permanence of ANY data in the student's Google Apps for Education account.
3. When sharing any document or file, one agrees that:
 - all users are agreeable to receiving an invitation to collaborate,
 - all users must report any violations of any school policies
 - all users must be treated with respect, and are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines
4. Deliberate destruction or vandalism of other users' data or shared data is prohibited.
5. When collaborating, nothing should be deleted without the permission of the person who created the content.
6. Google accounts will not be used to post any obscene, discriminatory, or offensive material.
7. Quincy Public Schools employees have the right to monitor all content and activities in the student Google Account.

In addition to the Terms and Conditions noted in this policy, students must comply with the Quincy Public Schools' Acceptable Use Policy. Access to and use of the student's Google account is considered a privilege. Quincy Public Schools maintains the right to terminate the access and use of a student's Google account when there is reason to believe that violations of law or school policies have occurred. The alleged violation will be directed to the administration and addressed according to the procedures outlined in the student handbook, should further action be warranted.

Students who are 13 years old or under are required to have parent or guardian permission to access a Google Account.

Student First Name: _____ Student Last Name: _____

Parent/Guardian Signature: _____ Date: _____