



Smith Vocational and Agricultural High School Technology Acceptable Use Policy

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Introduction

This Technology Acceptable Use Policy for Smith Vocational and Agricultural High School (SVAHS) is enacted by the School Committee to provide the parents, students, and staff with a statement of purpose and explanation of the use of technology within the SVAHS learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of Smith Vocational and Agricultural High School.

Purpose

Smith Vocational and Agricultural High School encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. Smith Vocational and Agricultural High School provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as Smith Vocational and Agricultural High School’s network (both wired and wireless), the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to district owned/leased, staff owned devices, and student owned devices.

Children’s Online Privacy Protection Act (COPPA)

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Smith Vocational and Agricultural High School works diligently to comply with COPPA requirements. SVAHS does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts.

Technology Related Services Provided by Smith Vocational and Agricultural High School

What are Google Apps for Education?

Smith Vocational and Agricultural High School provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students at SVAHS have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue

with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

SVAHS Student Google Account Setup

SVAHS student accounts are created using their first and last name. For example John Smith = jsmith@smithtec.org

Gmail

Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within Smith Vocational and Agricultural High School domain.

Google Calendar

Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive

Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

Google Drive includes the following programs:

- Google Documents - word processor similar to Microsoft Word
- Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - spreadsheet program similar to Microsoft Excel
- Google Forms - survey/data collection tool for creating forms and collecting data from an audience
- Google Drawings - simple graphic design program

Uses for Student Gmail

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Gmail Permission

Smith Vocational and Agricultural High Schools' Gmail system controls who email messages can be sent to and who they can be received from. SVAHS Students can send email to parent accounts or anyone outside of the Smith Vocational and Agricultural High Schools domain.

Student Emails to Staff

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email Guidelines

Below is a general summary of guidelines related to email and any form of on-line chat or instant messages:

- Email and on-line chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

Content Filtering

Smith Vocational and Agricultural High School uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Smith Vocational and Agricultural High School is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Smith Vocational and Agricultural High School educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

Monitoring

Smith Vocational and Agricultural High School monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over Smith Vocational and Agricultural High School network. The information on the network in general files and email is not private and is subject to review. The superintendent and/or technology administrator shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Smith Vocational and Agricultural High School will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Smith Vocational and Agricultural High School.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating Smith Vocational and Agricultural High Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or SVAHS School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the SVAHS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

User Access and Explanation of Guideline

Access to information technology through Smith Vocational and Agricultural High School is a privilege, not a right. Students and staff shall be required to read the SVAHS Technology Acceptable Use Policy and sign and return.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources.

Smith Vocational and Agricultural High School provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless. Equipment used and purchased by the information technology department staff may be out of the normal scope of technology policies due to the nature of his/her work.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Rediker.

Expectation of Privacy

At any time and without prior notice, the SVAHS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Social Media Use

The term social media describes media that is posted by the user and can take many different forms. Examples of Social media applications include Google, Facebook and YouTube.

While social media is allowed it is not to be used during academic times. The misuse of social media by any staff or students at SVAHS will not be tolerated. SVAHS will be in complete compliance with the laws applicable to the misuse of Social Media.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and

network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

For Staff, a violation of this policy may result in: Disciplinary action ranging from a verbal warning or suspension of system privileges up to discharge from employment. For both when applicable, law enforcement agencies may be involved.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from SVAHS devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources.
- Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
Cyberbullying or the bullying through any electronic device.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process

Smith Vocational and Agricultural High School will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by SVAHS administration.

Smith Vocational and Agricultural High School Limitations of Liability

Smith Vocational and Agricultural High School makes no warranties of any kind, implied or expressed, that the services and functions provided through the SVAHS technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. Smith Vocational and Agricultural High School will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

Smith Vocational and Agricultural High School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. Smith Vocational and Agricultural High School assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this SVAHS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Smith Vocational and Agricultural High School and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Smith Vocational and Agricultural High Schools network. Parents and guardians agree to reimburse Smith Vocational and Agricultural High School for any expenses or damages incurred in the use of district owned devices such as Tablets in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.

Modification

Smith Vocational and Agricultural High School reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

Signature/Date _____