Digital Resources

Masconomet provides access to a wide range of Digital Resources that will be used to support teaching and learning, improve communication, enhance productivity, and assist staff and students with skill building. The Digital Resources also will be utilized to provide relevant school information to the community.

Definitions

"Digital Resources" are defined as the hardware, software, network, and systems used to organize and communicate information electronically. This includes access to the internet, e-mail, hardware, software, printers, and peripheral devices. It also encompasses use such as blogging, podcasting, emailing, and various uses of multimedia technology.

"Cloud-Based Resources" are defined as secure applications or services made available online. District approved cloud-based resources include, but not limited to:
- Learning Management System (LMS):
- Student Information System (SIS):
- Office Productivity, Storage and Collaboration Tools: Currently Google Apps
- Library Reference Databases

Incidental Personal Use

Masconomet maintains an array of Digital Resources in order to support district operational and educational activities. Incidental personal use of Digital Resources is permitted. Appropriate incidental personal use of technology resources **should not**:
- result in any measurable cost to the district
- violate district policy, the law or the district's high standard of conduct, integrity, trust, and professionalism
- be related to private commercial or political campaign activities that are not approved by the district
- adversely affect the availability, integrity, or reliability of Digital Resources for other users
- Interfere with the fulfillment of a user's district responsibilities.

Content Filtering

The Masconomet Regional School District filters content as required by the Children's Internet Protection Act (CIPA). While on school grounds students must use the district network resources to access internet content. If a student mistakenly accesses inappropriate content, he or she should immediately disclose this access to a staff

member. This will protect a student against a claim that he or she has intentionally violated this policy.

User Access
Access to Digital Resources through the Masconomet Regional School District is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them. The Masconomet Regional School District Acceptable Use Policy shall govern all use of digital and cloud-based resources. Student use of the Digital Resources will be governed by the Masconomet School Committee disciplinary policies as outlined in the district policy manual and the school handbooks.

Because Digital Resources are 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.**

Copyright and Fair Use
Users will comply with Copyright and educational Fair Use laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. Individuals who violate Copyright and Fair Use laws do so at their own risk. The District assumes no responsibility for such infringement.

User Responsibilities
Users should act responsibly while using Digital Resources. Though not exhaustive, a short list of inappropriate uses is included below.

- Sharing or distribution of passwords or using another student or faculty member's account.
- Intentional viewing, downloading, or distribution of inappropriate content
- Posting of private or personal information about another person.
- Using obscene language, or harassing, insulting or bullying others.
- Plagiarizing works that are found on the internet or the school's network.
- Sending spam (intentionally disruptive) emails from/to the school email system.
- Violation of federal or state law, local regulation, or school committee policy.
- Accessing another's folders, files or content without owner's permission.
- Installation of any shareware, freeware, and/or commercial software on school computing resources without express written approval.

- Intentionally compromising, vandalizing, or destroying computer resources including but not limited to: gaining unlawful access to other computers, networks, telecommunications or information systems. For example, hacking, distributing viruses, launching denial of service attacks, etc.
- Employing the network for commercial or political purposes.

Monitoring

The Masconomet Regional School District monitors the use of the district's network and cloud-based resources to protect the integrity and optimal operation of all computer, network and educational systems. Staff and students should have no expectation of privacy related to information stored and transmitted over the district's Digital Resources, network, and cloud-based resources. Routine maintenance may lead to discovery that a user has violated, or is violating, the district's Acceptable Use Policy, other school committee policies, or state or federal laws. In addition, if there is reasonable suspicion that a user has violated a policy or the law, all information is subject to review and investigation by IT support, security and administrative personnel.

The Masconomet Regional School District will cooperate with Copyright protection agencies investigating copyright infringement by users of the computer systems, network and cloud-based resources. The district will also cooperate with law enforcement agencies as part of their investigations.

Privacy and Communication Safety

Personal contact information includes information that would allow an individual to locate the student, including, but not limited to: parent(s) name(s), home address, work address, or phone number, email addresses, etc. Users shall not disclose personal contact information, except to education institutions, companies or other entities for career development or educational purposes deemed appropriate.

Users shall keep their login and password private. Sharing passwords creates a security risk for an individual's files, reputation, and information systems overall. Users are encouraged to seek help from appropriate Masconomet staff if passwords are lost or in the event an account is inaccessible.

Due Process

The Masconomet Regional School District will apply progressive discipline for violations of district Acceptable Use and other school committee policies. This may result in revocation of the privilege of access to computer, network, and cloud-based resources. If deemed appropriate, other disciplinary or legal action may be undertaken by the Masconomet Regional School District's administration.

Access to Student Data
The Masconomet Regional District portal provides an additional means of communication between families and the schools. The portal provides access to school-related information including notices, grades and attendance to effectively support education. While recordkeeping is necessary, the work that takes place in the classroom around curriculum and instruction is the district's top priority. It is understood that cloud-based resources are new to all staff and students and full implementation will occur over several years. Consequently, posting of information will occur at varied intervals.

Access, Usernames and Passwords
Usernames and passwords shall remain confidential. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian. In the event a username/password is compromised, the user shall contact the technology helpdesk to have the password changed. Login information will be issued to new users during an information session held at the beginning of the school year.

Expectations for Availability of Information
Staff shall post information online consistent with the course syllabus. Every effort will be made to keep pertinent information as current as possible. The School Committee acknowledges that there are a variety of effective teaching strategies and student learning styles and therefore pedagogy could vary teacher to teacher.

Masconomet Regional School District's Limitations of Liability
The Masconomet Regional School District, along with any associated individuals or organizations, shall not be liable for the actions of anyone connecting to the internet through the school network. All users shall assume full liability, legal, financial or otherwise for their actions while using district Digital Resources. The district disclaims any responsibility for the accuracy or quality of the information obtained through user access. The district shall not be responsible for damages users may suffer, including but not limited to, loss of data or interruption of service. Any content, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.