



POLICY COMMITTEE MEETING

Tuesday, March 26, 2013 8:00 AM

POLICY COMMITTEE Board of Education Conference Room 628 Hebron
Avenue-Building Two Glastonbury, CT 06033
628 Hebron Avenue
Glastonbury, CT 06033

1. Review of Board of Education Policy #6141.2 (Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems)
2. Review of Board of Education Policy #6141.3 (Websites)

INSTRUCTION

APPENDIX A

Glastonbury Public Schools
ACCEPTABLE USE AGREEMENT FOR
THE INTERNET AND TECHNOLOGY SYSTEMS

Internet access and other technology systems are now available to students and staff members in the Glastonbury Public Schools. The Board of Education is pleased to bring this access to Glastonbury and believes the technology systems offer vast, diverse and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication.

STUDENT

I understand and will abide by the Technology and Instruction: Acceptable Use of the Technology Systems Policy 6141.2 and its corresponding regulations. I understand that any violation of the policy or corresponding regulations is unethical and may constitute a criminal offense. Should I commit any violation of said policy, my access privileges may be revoked and I may be subject to further disciplinary action.

Name of Student _____
(Please Print)

User Grade Level _____

Signature of Student _____

Date _____

PARENT OR GUARDIAN (Student under age 18)

As the parent or guardian of this student, I understand the Technology and Instruction: Acceptable Use of the Glastonbury Public Schools Technology Systems Policy 6141.2 and its corresponding regulations as published in the student handbook. I understand that this access is designed for educational purposes. I recognize it is impossible for the technology system to restrict access to all controversial materials and I will not hold the school district responsible for materials acquired on the network. I hereby give permission for my child to access the Internet and other technology systems. I understand that any violation of the schools' policy or regulations by my child may result in loss of access and/or disciplinary action as deemed appropriate by the school administration.

Name of Parent or Guardian _____
(Please Print)

Signature of Parent or Guardian _____

Date _____

INSTRUCTION

ACCEPTABLE USE AGREEMENT

The Glastonbury Public School technology systems include, but are not limited to: computers, networks, electronic resources, information/data systems, the Internet (while accessing it via the GPS network), peripherals, and any other technology based tools. All technology systems are property of the Glastonbury Public Schools and should only be utilized to carry out the mission of the Board of Education. All technology systems must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this "Acceptable Use Agreement" may result in the revocation of access privileges and/or other disciplinary actions as determined by school administrators.

Internet access is a privilege that is provided free to responsible users. A responsible user of the Internet may keep an account as long as the user is a staff member or student in the Glastonbury Public Schools.

A responsible user MAY NOT:

1. Use the technology systems for any illegal purpose;
2. Use impolite or abusive language;
3. Violate the rules of common sense or etiquette;
4. Change computer files that do not belong to the user;
5. Send or receive copyrighted material without permission;
6. Share his/her password with anyone;
7. Use electronic mail and technology systems in a manner that is not directly related to teaching, instruction, communications and/or other educational functions necessary to support the Board of Education mission.

Unacceptable uses of the Internet will result in the revocation of access privileges and/or further consequences as determined by school administration. Unacceptable uses include:

1. Violating the statutes pertaining to student's rights to privacy.
2. Using profanity, obscenity or other language that may be offensive to other users.
3. Reposing (forwarding) personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the networks for financial gain, for commercial activity, for any illegal activity or for activities including creating or spreading viruses degrading the performance of the network or for personal use including E-mail.
6. Use of the Internet in a manner that is not directly related to teaching, instruction, communications and/or other educational functions necessary to support the Board of Education mission.

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems

Glastonbury Public School believes that access to technology systems, networks, the Internet and other electronic resources is an essential component of every student's learning experience. Usage of all information technology tools in the schools is to exclusively support the education process including but not limited to instruction, assessment, professional development and management of educational tasks.

The Glastonbury Board of Education directs the superintendent/designee to develop and make available to staff, students and their parents/guardians regulations and guidelines to ensure awareness of the responsibilities, ethics, and legal issues associated with using Glastonbury Public School computers, networks, electronic resources, the Internet and any other technology based tools. An Acceptable Use Agreement must be signed by all students and their parents/guardians (if students are under 18 years of age) in grades 6 and 9 before they are permitted access to Glastonbury Public Schools technology systems. Students new to Glastonbury and their parents/guardians (if students are under 18 years of age) will sign an Acceptable Use Agreement as part of the registration process. The signed Acceptable Use Agreement shall be maintained by the administration.

The Internet is a global electronic network used by innumerable organizations and individuals. In schools and libraries, the Internet is primarily used as a teaching and learning resource.

The Internet is an unregulated communication environment where information changes constantly. Some of this information may be inappropriate based upon the age and development level of the user. Accordingly, the Glastonbury Public School system continuously takes precautions by installing "filter" applications and developing specific guidelines to limit student access to inappropriate material. Although these measures cannot totally eliminate the possibility of inadvertent access to objectionable data, such possibilities will be significantly limited.

Users of Glastonbury Public School computers, [tablets/mobile devices](#), networks, electronic resources, the Internet and any other technology based tools have certain rights and privileges. Infringement upon, or disrespect of, the rights of other members or users may result in the loss of network privileges and other disciplinary action including, but not limited to, suspension, expulsion, termination of employment and/or referral to appropriate law enforcement agencies.

The Glastonbury Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board of Education will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to, loss of data as a result of delays or otherwise, no-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. The Board does not accept any responsibility for the accuracy of information obtained through the Internet.

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools Technology Systems (continued)

In no event shall the Glastonbury Board of Education be liable to any user for any damages, whether direct, indirect, special or consequential, arising out of the use of GPS technology systems, resources or the Internet, or accuracy or correctness of data bases or information contained therein or related, directly or indirectly, to any failure or delay of the school system in providing access to said systems, resources and/or to the Internet.

Nothing in this Policy should be interpreted to constitute an expressed or implied contract on the part of the Glastonbury Board of Education to continue to provide Internet or other computing services. The Board reserves the right to discontinue these services at any time with or without notice.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents
10-186 Duties of local and regional Boards of Education re school attendance
10-220 Duties of Boards of Education,
Section 53a -182b through Section 53a –183, Computer Related Offenses, as amended by Public Act 95–143, Act Concerning Harassment by Computer and Possession of Child Pornography
Children’s Internet Protection Act of 2000

Policy

Adopted: December 7, 1998

Revised: October 16, 2006

Revised: May 24, 2010

Revised: October 15, 2012

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems

I. TERMINOLOGY

Technology Systems - Glastonbury Public School computers, tablets, e-mail, mobile devices, cell phones, networks, electronic resources, information/data systems, the Internet (while accessing it via the GPS network), peripherals, portal and any other technology-based tools.

Users – Any staff (fulltime, part time or temporary) and/or students that access the GPS technology systems.

The purpose of the policy and the following regulation is to explain the rights, responsibilities, etiquette, privacy considerations, security requirements, Internet safety, technology protections measures and possible consequences and liability concerns of accessing Glastonbury Public School's technology systems.

II. RIGHTS

A. Privacy/Monitoring Notification

All electronic data and communications systems received or continued on the network or any Glastonbury Public Schools technology system are the property of the Glastonbury Public Schools and are to be used only for school-related purposes.

The use of technology systems provided by the school system is restricted to school system business. Technology systems are not to be used for personal or private business. To insure the proper use of our technology system, computer use, including, but not limited to e-mails, instant messaging, Internet use, word processing, and information storage may be monitored at any time by the superintendent/designee. There should be no expectation of privacy when using or accessing school district technology systems.

There also may be a need to access private files as part of regular system maintenance and security audits. An attempt will be made to notify users of this in advance whenever possible. It is important that users recognize the fundamental difference between public and private forms of communication.

B. Equal Access

Users will be granted free and equal access to technology systems as deemed appropriate by GPS administration and/or supervisors. Exploration of the Internet is encouraged if consistent with the mission and policies of the Glastonbury Public Schools. No single user should monopolize a technology system or the network it uses. Personal files or applications are not permitted on the network or technology systems.

Technology and Instruction (continued)**C. Safety**

To the greatest extent possible, users of technology systems will be protected from harassment and unwanted contacts. Any user who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers and managers of the technology systems cannot eliminate access to all such services, nor can they identify all of them. Individual users must take responsibility for their own actions when navigating the technology systems.

D. Intellectual Freedom

The technology systems of the Glastonbury Public Schools provide a free and open forum for expression, including differing viewpoints. Users should be aware, however, that others may be openly critical of such opinions. Occasionally, a posted message may be received from outside the local school network with harsh criticism (a practice known as “Flaming” or “Slamming”). It is best not to respond to such attacks. Personal attacks are not an acceptable use of the technology systems at any time. The Glastonbury Board of Education does not officially endorse any opinions stated on the technology systems. Any statement of personal belief is implicitly understood to be representative of the author’s individual point of view and not that of the Glastonbury Public Schools.

III. RESPONSIBILITIES

Users need to become familiar with their responsibilities while using the GPS technology systems. Failure to adhere to them may result in the loss of access privileges on the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension, expulsion, due process procedures, termination of employment and/or referral to the appropriate law enforcement agencies.

- A. Users have the full responsibility for the use of their account. Users must never share their password or account with anyone. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should users give their password to other users.
- B. Users must not knowingly degrade or interfere with the performance of the technology systems.

Technology and Instruction (continued)

- C. Users must obey the rules of copyright and fair use. They must respect all legal issues regarding software, information and attributions of authorship. Commercial software may not be installed/downloaded on the technology systems without going through the software review and acquisition process and/or approval by the curriculum director and Director of Educational Technology.
- D. Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum, such as news groups or alias E-mail, may be copied in subsequent communications, so long as proper attribution is given.
- E. Use of the technology systems for any illegal activities is prohibited. Illegal activities include tampering with technology systems' hardware or software, unauthorized entry into technology systems, or vandalism or destruction of technology systems files, unauthorized access to the network and/or information systems. Such activity is considered a crime under state and federal law.
- F. Users must avoid the knowing or inadvertent spread of computer viruses, spam, malware and other nuisance applications. Deliberate attempts to degrade or disrupt system performance of any GPS technology systems or any other computer system on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- G. Users must employ appropriate language. Profanity or obscenity will not be tolerated on the technology systems. All users should employ language appropriate for school/professional situations as indicated by school codes of conduct and the Connecticut Code of Conduct for School Teachers and Administrators, [Board of Education policies and school rules](#).
- H. Users should avoid offensive or inflammatory speech. Users must respect the rights of others that utilize the technology systems. Personal attacks are unacceptable use of the technology systems.
- I. Impersonations, misrepresentations, anonymity, or pseudonyms are not permitted.
- J. Exemplary behavior is expected in all online applications, collaborative sites or other online communication systems. When visiting locations on the Internet, using video conferencing, screen sharing communication tools, and distance learning environments users must conduct themselves as representatives of the Glastonbury Public Schools and in a manner consistent with all Board of Education policies and district standards/expectations.
- K. Any devices provided to staff or students by Glastonbury Public Schools is the property of Glastonbury Public Schools and therefore must be surrendered to appropriate administrators when deemed necessary.**

Technology and Instruction (continued)

Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of privileges to use the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension or expulsion, due process proceedings, and/or referral to the appropriate law enforcement agencies.

IV. NETWORK ETIQUETTE AND PRIVACY

Users of the Glastonbury Public School Technology Systems are expected to follow the accepted rules of technology etiquette. These rules include, but are not limited to, the following. Users must:

- A. Be polite
- B. Use appropriate language. Users are representatives of the Glastonbury Public Schools. What is written can be viewed in-house and worldwide. Use of offensive or obscene words or any other inappropriate language is prohibited.
- C. Report information relating to illegal activities to a teacher or administrator since there is no guarantee of privacy when using GPS technology systems.
- D. Not share, post or distribute personal information or names, home addresses and phone numbers of any other person while utilizing GPS technology systems.
- E. Not send or encourage others to send abusive messages.
- F. Not disrupt the technology systems in any way.

V. PROHIBITIONS

The use of the technology systems of the Glastonbury Public Schools for illegal, inappropriate, unethical purposes by users is prohibited. More specifically:

- A. Use of the technology systems of the Glastonbury Public Schools to facilitate illegal activity is prohibited.
- B. Use of the technology systems of the Glastonbury Public Schools for commercial or for-profit purposes is prohibited.
- C. Use of the technology systems of the Glastonbury Public Schools for non-educational purposes that do not directly relate to instruction or execution of job functions is prohibited.

Technology and Instruction (continued)

- D. Use of the technology systems of the Glastonbury Public Schools for product advertisement, solicitation, political lobbying, advocacy for groups, issues, agencies or entities that are not directly related to the curriculum and instruction is prohibited.
- E. Malicious use of the technology systems of the Glastonbury Public Schools to develop programs that harass other users or infiltrate a technology system and/or damage the software or a computer or system is prohibited.
- F. Harassment, discriminatory remarks, and other anti-social communications/productions on the technology systems of the Glastonbury Public Schools are prohibited. Users should promptly inform appropriate staff of any communications/productions that may be construed as threatening, harassing, or otherwise inappropriate.
- G. The technology systems will not be used to obtain, [store](#), [use](#), [access](#) create, copy or disseminate obscene or pornographic material. There is to be no creation, production, display, [storage](#) or transmission of sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious and political beliefs. The technology systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school related solicitations.
- H. Use of the technology systems of the Glastonbury Public Schools to create, obtain, [store](#), [display](#), copy and/or transmit material likely to be offensive or objectionable to recipients is prohibited.
- I. Use of the technology systems of the Glastonbury Public Schools intentionally to obtain or modify files, passwords, network settings/policies, resources or data belonging to other users is prohibited.
- J. Use of the computer network of the Glastonbury Public Schools to misrepresent other users on the technology systems of the Glastonbury Public Schools is prohibited.
- K. Use of the technology systems Glastonbury Public Schools for fraudulent copying, communication, creation, production or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- L. Loading or use of unauthorized games, program, files and other electronic media is prohibited. Any downloads or installs must be approved by appropriate administrators.
- M. Users will not be allowed on-site or remote access to district technology systems without official authorization.
- N. The hardware and software of other users shall not be destroyed, modified or abused in any way.

Technology and Instruction (continued)

O. Personal computers, software, peripherals, etc. are not allowed onto the technology systems.

Abuse of any one of the above activities may result in the loss of privileges to the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to suspension or expulsion, due process proceedings, termination of employment and/or referral to the appropriate law enforcement agencies.

VI. SECURITY/FILTERING

Security on the technology systems is a high priority. If users of the technology systems of the Glastonbury Public Schools identify a security problem, the user must notify a teacher or administrator at once without discussing it or showing it to another user. The user must not use another individual's account. Any user identified as a security risk will be denied access to the technology systems of the Glastonbury Public Schools.

Filtering should be viewed as one of a number of techniques used to manage users' access to the Internet and encourage acceptable use. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering will be used in conjunction with:

- Active classroom supervision while students are using technology systems
- Electronic monitoring of inappropriate access
- Professional development and educational units on ethical and legal uses of computing technology

The placement of filters on the district technology systems are viewed as an exercise of the Board of Education's right to determine educational suitability of materials used in the schools. Filters will be used to block pre-selected sites, block words or phrases, block categories such as chat, newsgroups, etc. In accordance with the Children's Internet Protection Act, filters will be maintained to block websites deemed to be obscene, pornographic, and/or harmful to minors. Additional categories of websites to be blocked will be determined by the superintendent/designee. Users' online activities will be electronically monitored and logged via technology protection measures.

Filtering categories of websites may often block access to sites that are instructionally appropriate for classroom lessons, research projects, and/or other appropriate educational purposes. Staff who wish to have a website unblocked must follow the school district process outlined on the Technology and Information Services portal site. If the sites are determined to have valid educational purpose, access to these sites will be unblocked temporarily and/or permanently.

Occasionally, students and/or staff may access websites that are objectionable. These should be reported to the superintendent/designee for consideration to be blocked by the filtering system.

Technology and Instruction (continued)

VII. CONSEQUENCES

Users of the technology systems of the Glastonbury Public Schools shall be responsible for damages to the equipment, system and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to gain access to the technology systems of the Glastonbury Public Schools. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the technology systems of the Glastonbury Public Schools, intentional deletion or damage of files or data belonging to others, and copyright/fair use violations or theft of services will be reported to the appropriate legal authorities for possible prosecution and other consequences.

USERS

Students, teachers, and other staff members from the Glastonbury Public Schools are potential users of the Internet, computers/network and related electronic learning resources provided by the Board. Five user levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources. All authorized employees must receive training on acceptable use of GPS technology systems prior to working with students.

USER LEVELS

- Level I Students in Pre-kindergarten through and including grade 3 will use the Internet and other technology systems with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student's computer/Internet interactions. All Internet searches will be conducted using *the Glastonbury Public Schools Preferred Search Engines for Grades PreK-5*.
- In grades PreK-3, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.
- Level II Students in grades 4 and 5 may access specific web addresses and E-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send E-mail with direct supervision of a teacher or paraprofessional. All Internet searches will be conducted using the *Glastonbury Public Schools Preferred Search Engines for Grades PreK-5*.
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Technology and Instruction (continued)

In Grade 4-5, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.

Level III Students in Grades 6, 7 and 8 may access specific web addresses and E-mail accounts as listed or book marked by the teacher and may do subject searches and send E-mail when a teacher or paraprofessional is in the same room as the user.

In Grade 6, parents and students will be asked to read the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* and sign the Acceptable Use Agreement (Policy 6141.2).

In Grades 7-8, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.

Level IV Students in Grades 9 through 12 will be on a continuum toward being independent users of the Internet, computers/network, related electronic learning resources and other information technologies. The user will take full responsibility for his or her actions.

In Grade 9-12, parents and students will be asked to read the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* and sign the Acceptable Use Agreement (Policy 6141.2).

~~In Grades 10-12, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

Students entering 9th grade (and 10th grade for school year 2013-14 only) will be provided tablets to be used for educational and instructional purposes while they are attending GHS. Students will be allowed to take these tablets home in the evening and use them where appropriate during the school day. Students issued tablets must abide by all provisions of policy 6141.2 including the following:

- The tablet is school property and all users must abide policy 6141.2.
- Parents and students must sign and return the Acceptable Use Agreement for the Internet and Technology Systems (see appendix A) before the tablet can be issued to their child.
- Periodically, students may be required to return their tablets for periodic maintenance and compliance of BOE and school policies. This is an opportunity for the district to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that this will not interfere with the student's use of the tablet for learning.

Technology and Instruction (continued)

- When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason must return their individual school provided tablet. If the tablet is lost, stolen and/or damaged, the student is responsible for the replacement cost of the tablet.
- The student will be responsible for any damage to the tablet, and must return it and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the tablet. Parents may wish to purchase supplemental insurance policy to mitigate loss, theft or accidental damage.
- For purposes of security and network manageability, the tablets are equipped with Wi-Fi networking capabilities only and will access the District's network via a managed Wi-Fi connection. No access to 3G or 4G networks will be provided. Students will be allowed to set up wireless networks on their tablets. This will assist them with tablet use while at home. However, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.
- All required instructional and productivity Apps, will be provided by the school district.
- The software/Apps selected and purchased by the school must be installed and remain on the tablet in usable condition and be easily accessible at all times.
- Each student is required to have an iTunes account to access and load Apps (if using iPads).

Tablet Care

- Students are responsible for the general care of the tablet that they have been issued by the school.
- Tablets that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type (refer to tablet user guide for further instructions).
- Cords and cables must be inserted carefully into the tablet to prevent damage.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Glastonbury Public Schools.
- Protective cases are recommended.
- Other recommendations per the tablet's user guide

The guidelines below should be followed:

- Tablets must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.

Technology and Instruction (continued)

- Tablets should always be within the protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen. The screens are particularly sensitive to damage from excessive pressure on the screen.
- The tablet screens can be damaged if subjected to rough treatment.
- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything magnetic on or near the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the tablet against lockers, walls, car doors, floors, etc.

Level V The Glastonbury Public Schools staff (including long term substitutes, interns, student teachers and other temporary staff) and other authorized adult users will be independent users with full responsibility for their actions in accordance with the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (Policy 6141.2). Each current and new staff member will receive training on the expectations, responsibilities and acceptable uses of Glastonbury Public Schools technology resources.

DISTRICT RESPONSIBILITIES

The following outlines district responsibilities with regard to:

Technology-Systems:

- Respect the privacy of individual user’s electronic data. However, users should be aware that, unless specifically protected by Connecticut’s Freedom of Information statute, all information is in the public domain. Users should not have expectations of personal privacy when utilizing any of the systems. Only authorized staff shall have access to data as required to do so by law, Board policy or terms of *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2).
- Take prudent steps to develop, implement, and maintain security procedures to insure system, file, and data integrity.
- Attempt to provide error-free, dependable access to electronic resources.
- Refrain from denying or removing user privileges without just cause.
- Undertake due process against users whose behaviors are not in keeping with the *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2). These actions shall be consistent with Board of Education policy, guidelines, and collective bargaining agreements.

Technology and Instruction (continued)Instructional Use:

- Develop and implement a process that makes all users aware of their rights and responsibilities and provide user agreements and a system for archiving them.
- Communicate the terms of the Acceptable Use Policy to parents of students and staff.
- Provide instruction to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response.

Security, Internet Safety and Technology Protection Measures:

In order to maintain the safety of students, staff and resources (related to technology systems /network usage), security and confidentiality of information, and prevent unauthorized usage/intrusion of the Glastonbury Public Schools Technology Systems and Networks, the Department of Technology and Information Services will secure the electronic environment in accordance with the Children's Internet Protection Act of 2000 (CIPA) by implementing, maintaining, updating and/or upgrading:

- systems updates as determined by best practices, industry recommendations and/or department recommendations
- firewall services
- anti-virus services
- Internet content filtering services
- network security services and group policies
- nuisance prevention systems (i.e. pop-ups, spam, etc)
- disaster recovery and business continuity systems
- ongoing testing of network security
- internet monitoring and logging services

Legal Reference:

Connecticut General Statutes

10-184 Duties of parents

10-186 Duties of local and regional Boards of Education re school attendance

10-220 Duties of Boards of Education,

Section 53a -182b through Section 53a -183, Computer Related Offenses, as amended by Public Act 95-143, Act Concerning Harassment by Computer and Possession of Child Pornography

Children's Internet Protection Act of 2000

Regulation

Approved: December 7, 1998

Revised: October 16, 2006

Revised: May 24, 2010

Revised: June 25, 2012

Revised: October 15, 2012

Revised:

Websites & Social Media

The Glastonbury Board of Education recognizes the educational value of current and emerging technologies in the instructional setting. Glastonbury staff and students will use and develop websites and social media for educational purposes only. Glastonbury Public Schools (GPS) websites and social media may be utilized for communication, supplements to instruction, research, alternate resources, presentation, and information access.

Policy

Adopted: May 14, 2002

Revised: September 25, 2006

Revised: May 24, 2010

Revised:

Websites & Social Media

The administration is directed to develop regulations to ensure appropriate use of district websites.

A. Definition of Terms

1. Website – A location on the Internet created for informational and communication purposes.
2. Blog - A website that is used in the manner of an online journal. Blogs often focus on a particular subject, such as food, politics, or local news. Some blogs function as online diaries. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic.
3. Intranet – An in-house network site that serves the users of the organization (also known as a LAN and/or WAN). Although Intranet pages may link to the Internet, Intranet is not a site accessed by the general public (unless remote access is granted).
4. Portal – The GPS Portal is the main web presence for the Glastonbury Public School district. It provides pertinent information to the community as well as a secured instructional environment for teachers, students and staff.
5. Data Warehousing Portal – A service contracted to store data, format the data according to specific needs, and make it available to a selected population.
6. Email – The transmission of memos, files, and messages over a network. Within an organization, users can send mail to a single recipient or broadcast it to multiple users. With multitasking workstations, mail can be delivered and announced while the user is working in an application. Otherwise, mail is sent to a simulated mailbox in the network server or host computer.
7. Email Notification System – An automated e-mail system on the Internet usually maintained by subject matter. New users generally subscribe by sending an e-mail with the word “subscribe” in it and subsequently receive all new postings made to the list automatically.
8. Online website hosting provider – An organization that allows users to create and host websites on its server.
9. Webmaster – Person who manages the **one or more** websites **of in** an organization.
10. Server – A computer in a network shared by multiple users whose main purpose is the storage of data.

Websites & Social Media (continued)

11. Social Media – various online technology tools that enable people to communicate easily via the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.
12. Newsgroup – A message board on the Internet. Also known as Internet discussion group. An initial query or comment is posted and other members reply. Others reply to the replies, and so the “discussion” forms a chain of related postings called a message thread.
13. Chat – A real-time conferencing capability between two or more users on a network. The chat is accomplished by typing on the keyboard, not speaking. Each keystroke is transmitted as it is pressed.
14. Virtual Classroom Environment – An online environment created by a sponsor for the purpose of enhancing instruction. Virtual environments can include listservs, chat rooms, newsgroups, and e-mail distribution lists.
15. Discussion Board - A forum on a web site for the discussion of a specific topic or set of related topics. Participants can post comments and expect responses to these posts.
16. Apps - An app is a piece of software. It can run on the Internet, on your computer, or on your phone or other electronic device.

B. Webmaster Administrative Structure

The superintendent/designee will designate various webmasters who will administer websites, be responsible for content, and approve all posted materials.

1. School Webmasters – will be responsible for all school sponsored websites including teacher, informational, and student sites. School webmasters will be responsible for uploading new and updated information for their school. They will also be responsible for removing inappropriate or outdated sites/information from the server for their school sites.
2. Program Webmasters – will be responsible for all program sites. Program Webmasters will be responsible for uploading new and updated information for their content area and for removing inappropriate or outdated sites/information for their program.
3. System Webmaster – will be responsible for all GPS sites. The position will also assist schools and department webmasters in monitoring school/department websites and be responsible for oversight, management and maintenance of the district’s web presence. The system webmaster will also be responsible for removing inappropriate or outdated sites/information.

Websites & Social Media (continued)

C. Content Standards

GPS sponsored websites [and social media](#) are for communication and educational purposes only. These sites [and social media](#) are developed to assist students and enhance the curriculum. They are supplemental tools that allow communication, presentation, and inquiry. Staff and/or student developed websites [and social media](#) shall be educationally sound and not contain links to anything that can be deemed a violation of Glastonbury Board of Education Policy and regulation 6141.2 ~~Technology and Instruction~~ [Internet Safety and Acceptable Use of Glastonbury Public Schools \(GPS\) Technology Systems](#).

1. All website [and social media](#) information must be related to the curriculum, instruction and school related information. Staff and students may only publish websites within the GPS system if they are related to curriculum and instruction or related GPS information and/or activities.
2. Approval of websites and website material – School/department related sites must be approved by the school/department webmaster. District-related sites must be approved by the system webmaster. A list of websites will be maintained.
3. Student work shall not be posted without written permission by the student and parent or guardian.
4. Identifiable media showing students in grades pre-k through 5 shall not be posted. For students in grades 6 through 12 posting of identifiable media requires permission from the student and parent/guardian, or the student only if 18 years of age or older.
5. Student names posted will be restricted to first name and last initial only in grades pre-k through 5 and will require permission from the student's parent/guardian. In grades 6 through 12, first and last names may be posted with permission of the student and parent/guardian, or the student only if 18 years of age or older.
6. Copyrighted materials (text, images, video clips, audio clips, etc.) cannot be published unless proper permission has been filed with the system webmaster. All copyrighted material must be properly cited. ~~using American Library Association Citation Standards at the bottom of the Webpages where the material appears.~~
7. References to specific details of "off-campus" activities is prohibited (i.e. times, dates and locations of school sponsored field trips).
8. High standards of quality must be maintained. Works posted must be free from spelling and grammatical errors. Objectionable material is determined on a case by case basis by the appropriate webmasters.

D. Technical Standards

Staff and students are required to maintain a degree of consistency and professionalism in the development and presentation of institutional websites [and social media](#). These standards are minimum requirements that do not interfere with creative freedom.

1. ~~Initial access to websites should be through the GPS portal. Student creation of websites should remain within the GPS portal.~~

Websites & Social Media (continued)

2. Links to other sites must be educationally appropriate. Links should be reviewed by designated staff.
3. Access to student information (i.e., grades, attendance, etc.) may be made available to the student and/or their parent/guardian only. Access to student information must be exclusively through contracted data warehousing portals with adequate security protocols in place.

E. Virtual Environments

Virtual environments increasingly play an important role in education. These environments make communication instant and global. They also allow teachers to create extensions of the classroom so that instruction can occur outside the physical site.

1. Tutorials and online classes should be developed according to GPS and state curriculum standards. These environments and activities must be supplementary to instruction and not a mandated component of instruction.
2. Access to virtual environments must be secure and assigned by sponsoring staff members. A virtual environment allows teachers to set up a website that may contain chat rooms, email capabilities, discussion boards and listservs exclusively for selected students. The sponsoring teacher must assign access codes to students so only they can interact within this environment. All interactions remain within the pre-assigned group and environment. Outside access is not allowed unless proper access authority is granted.

F. Violations/Consequences

All violations of this regulation are subject to administrative consequences as outlined in the Glastonbury Board of Education Policy and Regulation 6141.2 [Technology and Instruction Internet Safety and Acceptable Use of Glastonbury Public Schools \(GPS\) Technology Systems](#).

Regulation

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