

Natick Public Schools

Student Responsible Use Policy

Student Responsible Use Guidelines

I understand that the use of technology is a privilege for which I am responsible. When using any NPS Online and Digital Technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for being prepared for learning.

- If issued a school computer, I will arrive at school each day with my computer, a fully charged computer battery, and my charger.
- I will report any breakage or technical issues to the Technology Services Department (Technology) when they occur and I will be provided a loaner if appropriate and available.
- While in class, I will free myself of personal distractions and only use technology when instructed by my teacher.

I am responsible for practicing positive Digital Citizenship.

- I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest and respectful in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I will not spam NPS email lists, which includes creating or forwarding chain letters or pyramid schemes of any type.
- I will not gamble using the NPS network.
- While on school premises, I will not **knowingly and willfully** use any devices or tools (cell phones, hotspots, VPNs) to bypass the NPS network in order to gain access to the internet.
- I will use NPS technology to access only approved educational content whether on school premises or off.
- If I find internet content with educational value that is blocked, I will follow the process to request access to those sites:

1. Ask a faculty member to submit the unblock request to a Principal/Dean via email.
2. Next, the Principal/Dean must review the site and either approve or deny the request.
3. If the site is approved for unblocking, the Principal/Dean informs Technology [via email](#).
4. Technology will unblock the site and inform the requester via email once it's available.

- At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC:

1. Submit a request to Technology [via email](#).
2. Next, Technology reviews the application request.

3. If the application is approved to be added to MSC, Technology will add it and inform the requester via email once it's available.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings.
- I will use caution when corresponding with people known only over the internet.
- I will be aware of privacy settings on websites that I visit.
- I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information.
- I am aware the school district will take responsibility for verifying the data privacy agreement of any third party system in which the school district creates my student account.
- I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.

I am responsible for my passwords and my actions when using school-issued accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications including but not limited to email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity, including, but not limited to their work.
- I will not send and/or distribute hateful, discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense.
- I understand that bullying in any form, including cyberbullying, is unacceptable.
- I will ensure that I am properly using and citing copyrighted software and materials.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all NPS trademarks, logos and symbols are for school district use only. Please refer to http://www.natickps.org/contact/communications/district_logos for approval directions.

I am responsible for taking all reasonable care with the NPS network and NPS equipment.

- I understand that all school-issued technology is the property of NPS.
- I understand that the school district may inspect, audit, and confiscate any NPS device at any point in time.
- I understand that vandalism in any form including stickers is prohibited. (If I want to personalize my device I will purchase a cover.)
- I will report to a Principal/Dean any known or suspected acts of vandalism.
- I will respect my and others' use and access to the NPS network and NPS equipment.
- I understand bringing in a personally owned home computer for school use is not allowed.

- I will ensure that my actions protect NPS technology.
- I understand that I should not tamper with, or attempt to bypass any of the controls in place (i.e., reinstall the operating system, modify the software image or disassemble the computer).

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand that I will not have access to my school email and data after graduation or after leaving the district.
Note: Students should think about this before applying to colleges and providing contact info.
Note: To download your data prior to leaving school, students may use [Google Takeout](#).
- I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device.
- I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

There will be consequences for Irresponsible Use.

Misuse of NPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students including suspension, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimidate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (<https://www.commonsensemedia.org>)