

**GREENWICH PUBLIC SCHOOLS**  
**Greenwich, Connecticut**

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**Policy E-040 – Effective Learning Environment**

**Procedure E-040.4 - Acceptable Use and Internet Safety Agreement**

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***Acceptable Technology Use Regulations/Internet Safety Terms of Agreement***

The Greenwich Public Schools provides students and staff access to the World Wide Web and other electronic networks. These procedures are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely, ethically and with civility in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions. Access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming another or his or her property.

***Parental Permission***

It is assumed that parents grant their child the right to access the network unless a permission denial form is signed and returned. Furthermore, please note that under no circumstances will PreK-12 student photos on the GPS website be identified with first and last name unless otherwise, explicitly agreed to by the parents or by students over the age of 18.

***Network***

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the network must support student instruction, research and professional learning consistent with the mission of the District. The District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide.

***Acceptable Use***

- Creation of files, projects, videos, web pages and podcasts and other projects using network resources in support of educational research;
- Participation in district-approved blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support student instruction professional learning;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Connection of student or staff personal laptops to the District network with permission from the Media/Technology Department to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all regulations in this document.

***Unacceptable Use***

Unacceptable uses of technologies and the Internet include, but are not limited to:

- Causing harm to others or damage to their property.

- In the opinion of the Administration, producing and/or uploading content/videos/images, either through the use of the District network or from home computers, which could result in the disruption of the educational process or day-to-day operations of the school. In these cases, students will be asked to remove the content.
- Use for personal gain, unauthorized fundraising, commercial solicitation and compensation of any kind;
- Activities incurring liability or cost by the District. The District will not be responsible for unauthorized financial obligations resulting from the use, or access to, Greenwich Public School's network or the Internet;
- Downloading, installing and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from a representative;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Uses that jeopardize the security of student or staff access and of the computer network or other networks on the Internet. For example, disclosing or sharing your password with others or impersonating another user.
- Unauthorized access to other district computers, networks and information systems;
- Employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited in the school setting.
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and/or distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the network. Any such equipment will be confiscated.
- Participating in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that do not support student instruction, research and staff development.

### ***Privacy***

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials. No student or staff user should have any expectation of privacy when using the District network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

### ***Copyright***

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. Permission to publish any student work requires permission from the parent or guardian.

### ***Confidentiality of Student Information***

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.

### ***Internet Safety***

In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone “met” on the computer network or the Internet without a parent’s permission if under 18 years of age.

### ***Filtering and Monitoring***

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA) and other objectionable material. The determination of what constitutes “other objectionable” material is a district decision and will be consistent with the policies and regulations of Greenwich Public Schools. *Parents and Users*. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Agency browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research the District will be considered SPAM and blocked from entering district e-mail boxes;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a concerted effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a concerted effort to become familiar with the Internet and to monitor, instruct and assist effectively.

### ***Use of New Web Tools***

Online communication is critical to our students' learning of 21st Century Skills, and tools such as student e-mail, blogging and podcasting and other forms of online communication offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, classroom blog, student protected e-mail, podcasts or other Web interactive use must follow all established Internet safety guidelines.

### ***Use of E-Mail:***

Staff and students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts. Staff and students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog. Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

All staff are provided district-sponsored e-mail. Students in grades six through twelve are provided with student-protected, filtered e-mail. Student email is a privilege – not a right – which can be revoked at any time for inappropriate use. The following are guidelines:

- All users are expected to use email in a professional, legal and ethical manner.
- Email is provided and intended for school-related communication. Attachments from anyone not recognized by the receiver should not be opened.
- Email is not considered private. Users should not put anything into email that they don't want to be public. With few exceptions, ALL emails are subject to public release as per the Freedom of Information Act (FOIA).
- Consequences of inappropriate use of student email may include, but are not limited to: loss of email and/or computer privileges, alternative assignments, or other consequences, as deemed appropriate. Any illegal use will be referred to appropriate authorities.
- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

### ***Student Information, Photos, Work on the Greenwich Public Schools' Web Site***

Using student pictures on the Greenwich Public Schools website promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The school website will follow all procedures for content, copyright and appropriateness per Web Publishing Procedures (E051.34).

Images of PreK-12 students may be included in the website without identifying captions or names. In grades 9-12, websites may include full names for student work/honors without accompanying images. Any exceptions to this guideline, available in grades 9-12 only, will be communicated and signed-off by individual parents through Greenwich High School personnel.

Parents or students over the age of 18 may opt out of any use of image/student work by indicating their wishes on this Internet Safety and Acceptable Use Agreement.

### ***Disciplinary Action***

All users of the Greenwich Public Schools network and electronic resources are required to comply with and agree to abide by the provisions set forth in this agreement. Violation of any of the conditions of use explained could be cause for disciplinary action, including revocation of network and computer access privileges, suspension, expulsion or termination in the case of employees. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited and will be reported to law enforcement and/or other appropriate state or federal agencies.

Notice of Network Access by Students  
Non-Participation Form

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If you **DO NOT** want your son or daughter to have access to the Network, protected student e-mail or grant permission for photos on the school website, please return this form to: Greenwich Public Schools, Media Services, 290 Greenwich Avenue, Greenwich, CT 06830. (Print clearly) and be sure to check the appropriate box(es).

School \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student \_\_\_\_\_

AB/Homeroom \_\_\_\_\_ House (if GHS) \_\_\_\_\_

Parent E-Mail \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Parent Phone # \_\_\_\_\_

Zip \_\_\_\_\_ Date \_\_\_\_\_

Please initial only the categories for which you DO NOT wish to give access or permission:

\_\_\_\_\_ I DO NOT wish to have my student utilize school network services such as using software, creating and saving files, and printing from network computers or searching for and retrieving information via the Internet.

\_\_\_\_\_ I DO NOT wish to have my student utilize school-established, protected and monitored email accounts (high school and middle school only) with acceptance and compliance of student email guidelines and acceptable use agreement;

\_\_\_\_\_ I DO NOT wish to have my student publish documents and projects on the World Wide Web with limited identifying information as outlined in this Acceptable Use Agreement.

\_\_\_\_\_ I DO NOT wish to have photo/video of my student posted on district or school websites.

Parent (Guardian) Signature: \_\_\_\_\_

\*\*You will be sent confirmation of receipt of this form. Please e-mail us if you do not receive confirmation within two weeks.

**Return ONLY if you do not wish your student to participate in any of the technology activities listed above.**