



Canton Public Schools Responsible Use Policy Guidelines for Students

The Canton Public Schools (“CPS” or “District”) endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with internet/intranet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the internet, digital resources, student Google for Education accounts, instructional database subscriptions, wireless devices, networked equipment, and other technologies that may become available for students use over time.

Purpose of the Responsible Use Policy Guidelines: The purpose of the District’s Responsible Use Policy (“RUP”) Guidelines is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP Guidelines apply to student use of computers, internet, digital resources, student Google for Education accounts, wireless devices, instructional database subscriptions, electronic mail, and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP Guidelines apply even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

Canton Public Schools Responsibilities:

The Responsible Use Policy (File: IJNDB) and subsequent RUP Guidelines are based on our requirement by Children’s Internet Protection Act (CIPA, 2017) to support our protection measures to block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our Access to Electronic Media Policy (File: IJND) and RUP Guidelines must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). Since students may be using the District’s technology at home more, a web filtering system will be deployed to each device used outside the school district. However, even with the best of intentions to monitor and filter the internet and online material and content, there are no guarantees that your child might access, acquire, or transmit inappropriate content. The Canton Public Schools cannot be held liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools’ computer network and/or the internet.

The District’s system network, computers, technology devices, student accounts, and information technology is the property of the District and is subject to inspection at any time and without prior notice. **Users should have no expectation of privacy in the use of the District’s system network, computers, technology devices, and information technology.** Canton Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the internet, the District’s system network, computers, technology devices, and information technology, including, but not limited to a student’s District provided Google account and all other software used for teaching and learning for the District.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for

all users. All users must adhere to the responsibilities established by this District policy.

Student Responsibilities:

I am responsible for practicing positive digital citizenship

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.
- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual's personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

I am responsible for keeping personal information private

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords, or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.
- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyberbullying, is unacceptable.

I am responsible for accessing only educational content when using District technology

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

I am responsible for respecting and maintaining the security of the District electronic resources and networks

- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, Chromebooks, smartphones, or other new technologies.
- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or their property.
- I will take care of the physical condition of the District equipment.
- I will only make modifications to system or software settings with District equipment when instructed by school personnel.

I am responsible for respecting the works of others

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines and properly cite all sources.
- I will not copy the work of another person and represent it as my own.
- I will not download illegally obtained music, software, applications, and other works.

I am responsible for personal technology when I bring in my own device (BYOD) to the school's buildings

- I understand that I am responsible to safeguard my own equipment.
- I will only use my equipment when the teacher has given me permission. At the elementary level, the use of cellphones is prohibited during the school day. Students who bring cellphones to school must keep them turned off, and cell phones must remain in their backpack at all times. Cell phones may be used for emergencies only under the direction of school personnel. When electronic devices are needed to access the curriculum, teachers will provide them. Elementary students do not need cell phones during the school day.
- I know that I am not to use any other student's equipment without permission of that specific student.
- I will only access the District wireless capabilities, not my personal data plan when using my equipment because of the appropriate filtering for my educational research.

I am responsible for my actions while engaging with my teacher and peers in a remote learning environment

- I will make positive choices while online or in a virtual classroom
- I understand that classroom and school expectations are part of learning in a virtual classroom
- I will not share any virtual classroom and/or link information with anyone unless instructed to do so by my teacher
- I understand that any behaviors that interfere with the educational process and/or are deemed inappropriate while participating in a virtual classroom may result in disciplinary action.

Parent/Guardian and Student Responsibilities:

- **I am responsible for my actions and will refrain from recording/livestreaming/rebroadcasting any video conference remote classroom, or any virtual meeting/video involving Canton educators, staff, or students.**
- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson or any virtual meeting involving Canton educators, staff, or students.
- I acknowledge that it is a violation of the law to record without the consent of every participant.
- Anyone found in violation of this policy may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and if warranted, referral to law enforcement authorities.

Terms and Conditions of the CPS Technology Responsible Use Policy Guidelines:

The signature for this Responsible Use Policy Guidelines is included on the Canton Public Schools Student/Family Handbook signature page. By signing the CPS Responsible Use Policy Guidelines on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. I also agree to the following statements:

- *I give permission for my child to have access to the internet that corresponds with their grade level. I have discussed with my child regarding the responsibilities with the use of the Canton Public Schools internet access and materials.*
- *My child understands and agrees to follow the RUP Guidelines for Canton Public Schools.*
- *I will not hold the Canton Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Canton Public Schools' computer network and/or the internet.*
- ***I understand that any violation by my child of the terms of the RUP Guidelines may result in suspension or revocation of their email account or independent access to the internet, school disciplinary action and if warranted, referral to law enforcement authorities.***

The School District may not provide access to any student who fails to sign the RUP Guidelines.