

## *Sudbury Public Schools*

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## TECHNOLOGY

Technology integration is part of the district curriculum and is an integral part of the educational process. The Sudbury Public Schools (“SPS”) utilizes technology in all curriculum areas for research, content support, skill development, collaboration and other educational uses. To that end, SPS provides access to the Internet in learning environments for all students.

It is important that students and parents familiarize themselves with practical examples of the Acceptable Use Policy found in the behavior rubrics that have been developed at both the elementary and middle school levels. These rubrics can be found on the student portal, <http://sudburystudents.org>, at the bottom of the Acceptable Use Policy section of the site.

## Acceptable Use

In order to clearly communicate expectations concerning the use of both district resources and the Internet, the Sudbury Public Schools has adopted an Acceptable Use Policy, which states:

The guidelines in this Acceptable Use of Technology Policy are provided so that students are aware of their responsibilities as digital citizens. It is expected that students will make use of digital resources in the Sudbury Public Schools across grade levels and curriculum areas, which makes responsible use of those resources critical to their success in the classroom. Technology is an integral part of classroom instruction, and discipline for inappropriate use should be handled using standard disciplinary procedures.

Sudbury Public Schools reserves the right to examine all data stored on servers, devices, or in Sudbury-managed accounts and all files and communications. In accordance with the Children’s Internet Protection Act, Sudbury Public Schools filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials.

### **Guidelines for Acceptable Use include:**

- Students are expected to be courteous and use appropriate language.

- Students will utilize technology resources for educational purposes in ways that conform with ethical and legal guidelines.
- Students will maintain the privacy of passwords associated with the use of the network.
- Students will maintain the privacy of their own personal address, phone numbers, and other personal information, and that of other students.
- If a student notices any suspicious or unusual activity while using any Sudbury technology, it should be reported immediately to a teacher or administrator.
- Students will use technology to create original works. When using or incorporating the work of others, students will appropriately credit and cite owners or originators of that work. Students will respect the rights of copyright owners.
- Students will not use the input components of computers (e.g., cameras, microphones, etc.) in an irresponsible, inappropriate, or illegal manner.
- Students will not deliberately cause the loss of other users' work or damage to any Sudbury Public Schools systems.
- Students will not override firewalls, desktop management, or security measures established on the network.
- Students will not illegally copy or distribute software.
- Students shall reimburse the Sudbury Public Schools for repair or replacement of school property lost, stolen, damaged, or vandalized while under their care, including but not limited to hardware, software and system restoration.
- Students will not use personal technology at school during school hours without the family receiving an explicit exception from school administration to support a medical need, assistive support, or learning accommodation (SPS Policy Manual, Section JICJ).

All aspects of Bullying Prevention Policy for Students (SPS Policy Manual, Section JICFB), including those associated with cyber-bullying, apply to this Acceptable Use of Technology Policy. Cyber-bullying includes, among other things, knowingly impersonating another person when communicating online. Any violations of the Anti-Bullying Policy will result in disciplinary consequences as outlined in that Policy.

## Online Safety

In accordance with the Children's Internet Protection Act (CIPA, see also below), the Sudbury Public Schools filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials. Where district provided devices are used by students at home and off-campus, the district utilizes software that employs the filtering provided on our on-campus network. The district has taken considerable precautions to eliminate any access to controversial or objectionable resources and materials. However, due to the nature of technology, the district is unable to totally ensure that no students could possibly access such material in the foreseeable future. Accordingly, the district is not responsible for materials acquired on the Internet.

The Sudbury Public Schools makes every good faith effort to comply with state and federal laws regarding student online activity and privacy, including COPPA, FERPA, and CIPA.

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context, when parents have provided permission for student Internet use under the guidelines in this handbook by signing below. The school's use and sharing of student information is solely for education purposes.

(<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>.

Also 64 Fed. Reg. 59888, 59903)

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information ("student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance"; see also 603 CMR 23.00 and M.G.L. c. 71, § 34H) but parents may request the school not disclose this information. Schools may also disclose personally identifiable information to third-party providers where that provider performs a function of legitimate educational interest on behalf of the school or district.

(<https://studentprivacy.ed.gov/ferpa>)

### **Children's Internet Protection Act (CIPA)**

CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In compliance with CIPA, the Sudbury Public Schools filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials, monitors network activity, and provides appropriate educational opportunities about online safety and behavior.

(<http://www.fcc.gov/guides/childrens-internet-protection-act>)

## **Online Resources**

As part of standard instructional practice, the Sudbury Public Schools uses a wide range of online resources hosted by third parties. One of our core online tools is Google Workspace for Education. We pay for an enterprise license of this product, and maintain a student data privacy agreement with Google through the [Student Data Privacy Consortium](#). These applications are different from the consumer versions of Google's products in that the district retains ownership

and control over any student data.

## **Google Workspace for Education**

Sudbury Public Schools provides staff and students with a Google Workspace account. All of the Google Apps services can be accessed from anywhere you have an internet connection (school, home, smartphone, etc.). The services are accessible from a wide range of both computer and mobile platforms, and have features that ensure compliance with ADA accessibility standards. The main Google App in use by students is Google Drive, which includes Google Docs, Google Slides, etc.

Google requires that we also share with families a listing of any of their apps that are outside of the main Workspace educational suite that we use with students. We use several such apps:

Chrome Web Store: The web store is locked down by our management system and allows classes to download selected Chrome apps and extensions to their Chromebooks.

Google Play Store: The educational version of this product is locked down by our management system, and allows classes to download selected Android apps to their Chromebooks.

Google Translate: This tool is primarily used by some of our English Language Learners so that they can better access resources that are in English and connect with their peers.

Google Maps: While parents may be more familiar with this tool as a driving assistant, middle school classes use this tool in a variety of ways, particularly in social studies.

YouTube: Students in grades K-7 do not have direct access to YouTube, but do view teacher-selected YouTube content through a platform known as SafeShare. Students in grade 8 have YouTube access in order to support research in activities such as the Civics Action Project.

## **SPS Student Google Account Setup**

Since the 2014-15 school year, online accounts for SPS students have been created using a local code that does not include identifying information such as an entire student name. The domain for student accounts, [sudburystudents.org](http://sudburystudents.org), is also different from the one used by faculty and staff, and only SPS students and staff can access the [sudburystudents.org](http://sudburystudents.org) domain and receive messages from it.

Although students do not normally have access to email or video conferencing tools, we will use these resources with students for instruction and communication during times when remote instruction is required. Google Mail would be set up so that teachers and students can communicate back and forth, but students cannot write to each other or to non-SPS accounts. Students would only use the Mail product in Grades 2-5 in tandem with Google Classroom. Google Meet would be set up so that only teachers can start and manage online video conferences; student accounts would only be able to join conferences, not initiate them.

The district also uses many other online tools, resources, and learning management systems, many of which are listed in the Online Resources section of the Student Portal, [sudburystudents.org](http://sudburystudents.org).

In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only, and student data is entered into third party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes. In some cases a grade level or a homeroom/team name may also be used as a means of organizing student accounts in systems.

## Family and Student Acknowledgement

Collaboration between families and schools is an essential element of our work and success. This applies to all areas of schooling, and can be especially critical related to educational technologies. We appreciate your support in helping students to understand appropriate and acceptable use of technology, and encourage families to have students guide them through their work with technology resources.

### **Please sign below and return to your child's teacher or the school's main office**

I acknowledge having received and read the above information about technology and the Acceptable Use Policy contained within it. I understand that technology is provided for educational purposes by the Sudbury Public Schools.

My signature below constitutes parental permission for my child to use and access technology resources, including online resources, in the Sudbury Public Schools.

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Parent or Guardian Name (please print)

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Student Name (please print)

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Parent or Guardian Signature

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Student Signature\*

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Date

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Date

\* The student signature area is meant to encourage parent-child dialog concerning the use of technology in the Sudbury Public Schools. It is not a requirement, and may not be practical at younger grade levels.