Use of Technology Resources and Instruction Policy
Responsible Use of Technology

PURPOSE:
The North Kingstown School Committee has established this policy for the purpose of setting forth standards for all use of technology which shall include such digital resources as blogs, wikis, other online applications, and communication applications for email, social networking, instant messaging, video conferencing, along with other forms of electronic communications. Users and providers have access to technology which includes, but is not limited to, local network resources, Internet service, desktop computers, laptops, Chromebooks, tablets, cell phones, or other digital devices. This policy is applicable to all departments, employees (whether regular or temporary), students, consultants, and other authorized individuals utilizing the North Kingstown School Department (NKSD)'s technology resources. Privacy rights for all others, including parents/guardians, are addressed in Policy IJNDB.2. This policy also sets forth guidelines to restrict user access to inappropriate materials available through the Internet.

PHILOSOPHY:
The North Kingstown School Committee believes that technology offers vast, diverse and unique resources to all users. The NKSD's goal in providing these services is to promote educational excellence in schools by providing collaboration, communications, and research capabilities.

The School Committee recognizes however, that technology has the potential to be utilized in ways that are inappropriate in the context of an educational setting. In consideration thereof, the NKSD has taken precautions to restrict the overall use of its systems and access to inappropriate materials. The School Committee further notes however, that on a global network, it is impossible to control all materials and that an industrious user may violate this policy and view or acquire material that is inappropriate or offensive. The NKSD bears no liability or responsibility for any inappropriate or unauthorized use of its technology resources.

POLICY STATEMENT:
The North Kingstown School Committee establishes that technology use is a privilege, not a right. The NKSD will follow all federal, state and local laws regarding HIPAA and FERPA rights. Inappropriate, unauthorized, or illegal use may result in appropriate disciplinary action ranging to legal action.

In keeping with Policy purpose, the following general policy statements are set forth:

User:
Any person that accesses digital information utilizing the networking infrastructure of the NKSD or who uses any electronic device or computer provided by the NKSD.

System: Technologically-based hardware and software that forms a computer network designed for the facilitation of transferring messages, data, and other digital information for NKSD "users." Systems include all electronic networks and services owned by the NKSD and those for which access is provided to Users by the NKSD.

1. CONFIDENTIALITY AND PRIVACY

    a.   The technology is owned or provided by the NKSD and all applications including messages that are created, sent or received using electronic communications remain the property of NKSD. Users should have a limited expectation of privacy. To the extent permitted by federal law and the laws of Rhode Island, the NKSD reserves the right and will exercise the right to monitor, review, audit, intercept, access and disclose any data or messages created, sent or received via its electronic communications Systems. Use of a NKSD-supported password or code does not restrict the NKSD right to access these electronic communications.

    The NSKD will make reasonable efforts to maintain the integrity and effective operation of its technology resources, but Users are advised that the systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the NKSD can assure neither the privacy of an individual user's use, nor the confidentiality of particular messages or materials that may be created, transmitted, received, or stored thereby.

    Although the NKSD does not, and has no intention to, routinely monitor staff messages, it does have the authority, at any time, to access and inspect the contents of any NKSD equipment, files or mail on its systems or any system for which access is provided by the NKSD. Currently NKSD uses a service that monitors a student's use of the internet while the student is on campus/connected to our network. Email monitoring of students' accounts occurs at any time and at any location. The NKSD reserves the right to monitor the use of its Systems on an "as-needed" basis in a manner consistent with applicable state and federal law. Authorized personnel will only conduct such monitoring in order to protect NKSD's interests. Such monitoring may occur without notice to users, in the ordinary course of department business, as the NKSD deems appropriate. By using the NKSD Systems, all users consent to this monitoring at the discretion of the NKSD.

    The NKSD reserves the right to access and remotely administer electronic devices provided by NKSD. This means that the NKSD may remotely install, update or remove software from NKSD provided devices remotely at any time. Users are required to ensure that any personal data stored on NKSD devices is backed up appropriately. The NKSD shall not be responsible for the loss of any data.

    Users are responsible for removing any and all personal data from NKSD provided devices when the devices are returned to the NKSD.

    b. Authorized personnel may send appropriate material on the school listservs or other communication systems when prior approval is received by the Superintendent or his/her designee. It is the responsibility of the building principal to monitor messages sent on the individual building communication systems.   It is the responsibility of the central administration to monitor messages sent on the NKSD communication systems.

    c. Users of NKSD.net email addresses may send and receive messages from sources outside of the NKSD except as outlined in the Admin Regulation - Responsible Use of Technology (IJNBD-R).

d. Users may be disciplined if their use of NKSD Systems or other electronic communications disrupt the mission of the North Kingstown School District. Disruptions could include, but are not limited to, identity theft, bullying and other activities that would be prohibited if they occurred within the school setting.

2. <u>Unauthorized Use</u>

   a. The use of the NKSD technology is primarily reserved for school-business purposes. Personal use is permitted if it occurs on personal time, does not interfere with NKSD activities, and is not otherwise prohibited by established policies and procedures.

   b. Unauthorized use of Systems may result in action ranging from disciplinary action to legal action.

   c. Any activity or action that contradicts or violates NKSD policies or applicable federal or state laws is prohibited.

   d. Uses of Systems that would be to the detriment of the operation of the NSKD, classroom instruction or technology systems are prohibited.

   e. The forwarding or retention of voice-mail, ~~or~~ e-mail messages, images, or any other electronic or faxed documents that contain material that may be construed as harassment or offensive is a violation of this policy. In the event a violation of this policy has occurred, the user receiving the message or material, or the person aware of the violation should notify Human Resources.

3. <u>SUPPORTING REGULATIONS</u>
   a. Responsible uses of the NKSD's Telephone, Internet, Network, Electronic-Mail, and other Technology Systems shall be as set forth in Administrative Regulation IJNDB-R – Responsible Use of Technology

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