

Westford Public Schools believes the teaching of cybersafety and responsible online behavior is essential in the lives of students. Therefore, safe and responsible behavior shall be explicitly taught at our schools and parents/caregivers are requested to reinforce this behavior at home.

Responsible use of technology helps students to achieve their personal and academic potential and become successful citizens. The district believes that cybersafety and responsible online behavior should be taught in a partnership between home and school. To encourage that joint commitment of responsible behavior, the district schools will include the following paragraphs of this Acceptable Use Policy (AUP) in all the student handbooks for grades 6-12.

School Support for the Safe and Responsible Use of Digital Technologies

Westford Public Schools uses the internet and various other digital technologies as teaching and learning tools. The district views these technologies as valuable resources, but acknowledges they must be used responsibly. While the nature of the internet is such that full protection from inappropriate content can never be guaranteed, students using computers in the school must cooperate with the staff members supervising computer areas and follow the instructions for computer use in each area. The use of the Internet and district technology resources is a privilege, not a right. Violation of district rules will result in loss of network/computer privileges for a period of time commensurate with the offense. Users will also be held responsible for damage they cause and will be subject to school rules regarding damage to property. The superintendent will refer any potential illegal activities to the appropriate local authority.

Copyright Law: Users shall observe copyright law in using material obtained from network sources; including the citing of sources and also by refraining from using pictures or other images without permission from the owner.

Etiquette: Users communicating via any school digital technology shall avoid profane or other potentially offensive language. Additionally, users shall never use school computers or any other technology to convey intentionally hurtful messages.

Online Safety: To be safe online, students must act with caution, both at school and at home, particularly in unsupervised situations. Students shall never give out personal information, such as full name, home phone number, home address, or credit card information over the school's network. Additionally, any password issued to a user is for the personal use of the recipient only.

Tampering: Unauthorized tampering with computers or peripherals is forbidden, and may be dealt with as vandalism, if damage occurs.

Publishing: WPS recognizes the need to restrict the publication of personal information for safety reasons. To ensure security and safety of our children, the published work of

K-8 students will be identified by first name and last initial, and student photos and audio recording may only be used with parental permission. There is no restriction at the high school level.

Massachusetts General Law References:

- M.G.L. 71:34D – Student Records: Regulations
- M.G.L. 71:34E – Inspection of Records by Parent
- M.G.L. 71:34H – Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students
- M.G.L. 76:5 – Place of Attendance: Discrimination

Other References:

- Massachusetts Department of Education Regulations 603 CMR 23:00 Student Records

Federal Law References:

- Fair Use Doctrine of Copyright Law 17 U.S.C. Section 107 1988 e. and Sup. IV.
- Title VII of 1964 Civil Rights Act
- Family Educational Rights and Privacy Act (FERPA)

Westford Public Schools Policy References:

- P4203 – Harassment
- P5301 – Student Conduct
- P5302 - Student Handbooks
- P5303 – Harassment
- P5304 – Bullying
- P5502 – Safety
- P6115 – Student Publications/Photos, Images, Audiotapes and Exhibits
- P6118 – Library Materials Selection and Adoption
- P6301 – District Computing Environment

Policy Adopted: April 9, 2001

Policy Reviewed: January 31, 2011

Policy Revised: February 14, 2011