



Abby Kelley Foster
Charter Public School

School Technology Internet Safety
and
Acceptable Use Policy

2022-2023

SCHOOL TECHNOLOGY

INTERNET SAFETY & ACCEPTABLE USE POLICY FOR

ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

I. Introduction

The Abby Kelley Foster Charter Public School is pleased to make available to students access to interconnected computer systems and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the Abby Kelley Foster Charter Public School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

If you have any questions about this policy, you should contact the building principal. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

II. Policy Statement

It is the policy of Abby Kelley Foster Charter Public School to:

- Prevent user access to, or the transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over the school's computer network.
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

III. Acceptable Uses

Educational Purposes Only

The Abby Kelley Foster Charter Public School provides access to its computer networks and the internet for educational purposes as a privilege, not a right. This privilege may be revoked if a user is in violation of this acceptable use policy. If it is unclear if any observed computer activity is educational, please consult with the building level Principal or Assistant Principal.

IV. Unacceptable Uses

Though the following list is not comprehensive, it contains activities which are explicitly not permitted. Abby Kelley Foster Charter Public School reserves the right to make judgments both as to what constitutes inappropriate behavior and the consequences that apply.

1. Unauthorized access, "hacking", and/or other unlawful activities;
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
3. Sending or displaying offensive messages or pictures
4. Using obscene language
5. Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian.
6. Harassing, insulting or attacking others (cyberbullying)
7. Damaging or modifying computers, computer systems or network resources, whether physically or through use of software means such as deletion, formatting, viruses, hacking, phishing, cracking
8. Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
9. Using others' passwords
10. Trespassing in others' folders, work or files
11. Intentionally wasting limited resources
12. Installing any software, shareware or freeware without Principal approval and installation by onsite contact person
13. Employing the network for commercial purposes, financial gain or fraud
14. The network, wired and wireless, is for educational uses only. Non-educational use is prohibited.

V. Net Etiquette

All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language. The use of swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is strictly prohibited.
- Any electronic abuse of one student by another student through electronic communications may be considered bullying as defined by Massachusetts laws and regulations.
- Avoid language which may be offensive to other users. Don't use technology access to distribute jokes, stories, or other materials which are based on slurs or stereotypes related to gender, ethnicity, or race.
- The use of electronic communications must not incur legal liability or embarrassment to the Abby Kelley Foster Charter School.

VI. Internet Safety

General Warning

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 pupils. Every user must take responsibility for his or her use of the internet and avoid the attempt to access such sites. Parents of minors should monitor their child's internet browsing habits and provide guidelines for appropriate use of the internet, both at home and away from home. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to their teacher, assistant principal, or principal. If a student accidentally accesses information which is inappropriate, he or she should immediately notify a teacher, assistant principal, or principal.

Personal Safety

Users should always be safe when using the computer network and Internet. Though not comprehensive, the list below offers some general guidelines.

- Students should not reveal personal information. This includes their home address or telephone number.
- Students should not reveal real last names or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher.
- Students should not, under any circumstances, arrange a face-to-face meeting with someone they meet on the computer network or Internet without their parent's permission. Students should never agree to meet a person with whom communication has only occurred on the Internet, and certainly not in a location which can be considered secluded or private.

“Hacking” and Other Illegal Activities

It is a violation of this Policy to use the School’s computer network or Internet connection to gain unauthorized access to other computers or computer systems, either on the Abby Kelley Foster (AKF) network or external or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, fraud, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information

Personally identifiable information related to Abby Kelley Foster students should never be disclosed or used in any way on the Internet without the expressed permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly the following:

- home addresses
- telephone number
- credit card numbers
- Social Security numbers
- photographs
- video

A supervising teacher or administrator may authorize the release of directory information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

Safety and Security of Minors when using Electronic Mail

- Students will only use their AKF GMail accounts or PlusPortal accounts to communicate with teachers
- AKF employees will only use their AKF GMail or PlusPortal accounts to communicate with students
- Students will not share contact information about themselves or others.
- K-7 Students will never disclose their full name or any other contact information for any purpose
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
- Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will not agree, under any circumstances, to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Employed Restriction Measures

It shall be the responsibility of all members of the Abby Kelley Foster Charter Public School (AKFCPS) staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), and the Children's Online Privacy Protection Act (COPPA). AKFCPS will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the district network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

1. Filtering

Abby Kelley Foster Charter Public School will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that all objectionable material will be successfully blocked. AKFCPS utilizes filtering safeguards required by The Children's Internet Protection Act (CIPA), which address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for Internet access or internal connections from the "E-rate" program. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, AKFCPS believes that the Internet can be used safely to enhance the delivery of educational services.

The AKFCPS technology infrastructure employs third-party filtering systems that prevent accessing web pages that are 1) obscene, 2) pornographic, or 3) deemed harmful to minors. These filtering systems block content at the root level based on databases of inappropriate websites and web apps which are updated in real-time. While these systems utilize powerful filtering algorithms, given the vast number of new websites on the Internet, they cannot block 100% of all inappropriate content. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives.

2. Monitoring

In addition to the root level filtering, the school also utilizes various additional 3rd party monitoring and computer lab management tools which allow teachers to further control the use of classroom computers. The staff and students are advised that any and all electronic communication transmitted using the school network, email system, or other school licensed software or services are potentially viewable to AKFCPS and school administration. Furthermore, this communication is admissible in court.

3. Education

All Abby Kelley Foster Charter Public School teachers or designated representatives will provide age-appropriate training for students who use the Abby Kelley Foster Charter Public School's Internet facilities and school technology devices. The training provided will be designed to promote the Abby Kelley Foster Charter Public School's commitment to:

1. The standards and acceptable use of Internet services as set forth in this document, "Abby Kelley Foster Charter Public School Internet Safety & Acceptable Use Policy".
2. Student safety regarding:
 - a. Safety on the internet
 - b. Appropriate behavior while online, on social networking web sites, and in chat rooms; cyber bullying awareness and response.\
 - c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

VII. Adoption

This revised internet safety policy was developed by the Abby Kelley Foster Charter Public School Technology Committee and adopted by the Abby Kelley Foster Charter Public School Board of Trustees at a public meeting following formal notice, on January 31, 2018. Updates and amendments will be made and published as needed.