EAST PROVIDENCE PUBLIC SCHOOLS
Acceptable Use Policy

To revoke implied consent to have your child appear in school publications and media, submit the Publicity Consent Revocation Form to your child's school.

Student Appropriate Use Policy of Information Technology Resources

Services Provided to Students:
- The East Providence Public School District provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students may have access to Google for Education accounts including Gmail and Google Docs.
- Students have access to online course resources (if currently deployed by his/her teachers).

Note these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the East Providence Public School District has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the East Providence Public Schools. Students should have no expectation of privacy.

In accordance with CIPA (Child Internet Protection Act), the East Providence Public School District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking.

Students of the East Providence Public School District shall:

Respect and protect the integrity, availability, and security of all electronic resources.
- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the East Providence Public School District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the East Providence School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the educational mission of the East

Providence Public School District.
- Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by EPSD may not be connected to the network without specific permission. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

Respect and protect the intellectual property of others.
- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.
- Only use the network account assigned to you and do not give your EPSD network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents' knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write or post online may be discoverable forever.
- Report threatening or discomforting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the EPSD network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Employee Appropriate Use Policy of Information Technology Resources – Regulations

Appropriate Uses: The East Providence Public School District ("EPSD") information technology ("IT") resources shall be used in a manner consistent with the educational mission as well as providing citizens with better and more efficient services. The user shall show respect of the shared resource, software, intellectual property rights, ownership of information and system security. Professional behavior and means of communication are expected. Use contrary to this policy or rules is unacceptable and prohibited.

Prohibited Uses: Each EPSD employee is responsible for his/her actions involving information technology and his/her computer files, passwords and accounts. Examples of prohibited use of school IT include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean or intimidate;
3. Any use that involves material or language that is profane, obscene, fraudulent, offensive, sexually explicit or sexually suggestive, or vulgar;
4. Any use for private financial gain, advertising, or solicitation purposes;
5. Conducting private business;
6. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
7. Downloading, using or copying software in violation of a license agreement or copyright;
8. Infringing on intellectual property rights;
9. Devices not owned and managed by EPSD may not be connected to the network without specific permission from the IT Department. Devices that disrupt the educational process or operation of the EPSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
10. Obtaining confidential information about student and/or their families for non-school related activities or sharing confidential information about students or EPSD employees for non-school related activities;
11. Wasteful use of the schools IT resources by, among other things, sending mass mailings or chain letters, excessive printing, printing personal documents, spending excessive amounts of time on the Internet, or otherwise creating unnecessary network traffic. For the purposes of this section "excessive amounts of time" is time that interferes with the employee's official duties and responsibilities;
12. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
13. Forgery or attempted forgery;
14. Gaining or attempting to gain unauthorized access to any computer or network;
15. Any misuse or disruption of school IT, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school IT;
16. Any communication that represents personal views as those of the schools or that could be misinterpreted as such;

17. Any communication that violates generally accepted rules of electronic mail or computer etiquette and/or professional conduct;
18. Posting pictures, audio, or video of school personnel, students, or school related activities to the Internet without the permission of administration, faculty, and the parents of all students involved; and
19. Failure to report a breach of school IT security to the Director of Information Technology.
20. Conducting communication regarding school business using personal e-mail accounts.
21. Classroom or lab changes that require computer moves or wiring must be requested through the IT Helpdesk.

EPSD employees who need further clarification or have a question should seek guidance from their building Principal and/or the Director of Information Technology.

All employees are expected to communicate using school-issued email addresses from the domain "epschoolsri.com" when conducting school business. Teachers and staff are expected to communicate with students using only school-issued email address from the "epschoolsri.com" domain.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The EPSD has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district. EPSD employees should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside working hours.

All actions performed by EPSD employees in regards to the schools' IT resources are legally discoverable and could be subpoenaed by a court of law.

Data Confidentiality: Some EPSD employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. EPSD employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. EPSD employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs.

Resources, such as websites, blogs, wikis, assessments, etc., used or created as part of an employee's responsibilities with the EPSD should be known by and assessable by the appropriate administrator (Department Head, Director, Principal, or other District Administrator) and pre-approved by the Director of IT for continuity, safety, and liability. Resources provided by the EPSD are always preferred to external options unless none are available.

Email and the Public Records Law: Email messages concerning official school business are generally considered public record information that is subject to disclosure under the Rhode Island public records law.

Documents prepared in anticipation of litigation or to reply to a Freedom of Information Act (FOIA) should not be disclosed without prior approval from the Superintendent.

Etiquette: Use of all communications (electronic or written) reflects upon the City of East Providence and East Providence Public School District. EPSD employees should communicate in a professional manner. Modeling for students is expected of all staff in and outside of the classroom.

Be mindful of your use of social media (Facebook, My Space, Twitter etc.) as parents, students, and community members, rightfully or not, may conduct their own search of you. Such searches may result in discovery of personal postings and/or and your comments made about work, fellow faculty/staff, and/or students. Therefore, EPSD employees are held to a higher standard of conduct that reflects on your reputation and that of EPSD.

Supervisors may, in their discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

Responsibility for Laptops Issued to Faculty and Staff: An employee who has been issued a laptop is responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced with similar equipment. Negligent or excessive damage to EPSD equipment may result in repair/replacement charges. Only software with appropriate licenses owned by EPSD can be installed on the laptop.

Responsibility for Unauthorized Charges, Costs or Illegal Uses: EPSD assumes no responsibility for any unauthorized charges made by EPSD employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

Disclaimer on Liability: EPSD assumes no responsibility for any loss or corruption of data resulting from the use of the schools IT resources.

Violation of the Policy: Violation of any portion of this policy may result in disciplinary and/or legal action, and/or including possible suspension or dismissal.