July 1, 2023

Dear Canton High School Families:

The Canton Public Schools requires *all* students to sign the "Regulations for Acceptable Use of Technology," a RAUT, in order to use the district's network, computers and tablets. The Technology Users' Agreement found on the reverse side of this letter is part of the regulations which follow it. **The form must be returned to the school by September 8, 2023,** for your child(ren) to use the computers, devices tablets, and Internet. The full set of Acceptable Use Regulations is also available to all parents/guardians on both the school's and District's websites.

Please discuss the full set of regulations with your child(ren). We have set the students' accounts to expire on **September 8, 2023**, unless we have a signed RAUT from home; so kindly help us with this time sensitive paperwork.

Please feel free to contact your school principal if you have any questions or concerns.

 Respectfully,

Jon M. Bishop
Assistant Superintendent

Jeffrey R. DelMastro
Information Technology Administrator

Our Mission

Our mission is to prepare independent, productive, respectful and responsible citizens who contribute to an ever changing world.
We pursue continuous improvement while honoring our strong education legacy and traditions. We unite with families and the community
to provide challenging educational experiences that promote the intellectual, physical, social and emotional potential of our students.

2023-2024 Student Technology User Agreement:

- Student must sign the acceptable use form below by **September 8, 2023**, or the account will be closed.

I, _____ (typed or printed name), understand and will abide by the Canton Board of Education's "Regulations for the Acceptable Use of Technology." I further understand that any violation may result in the loss of access privileges and school disciplinary action.
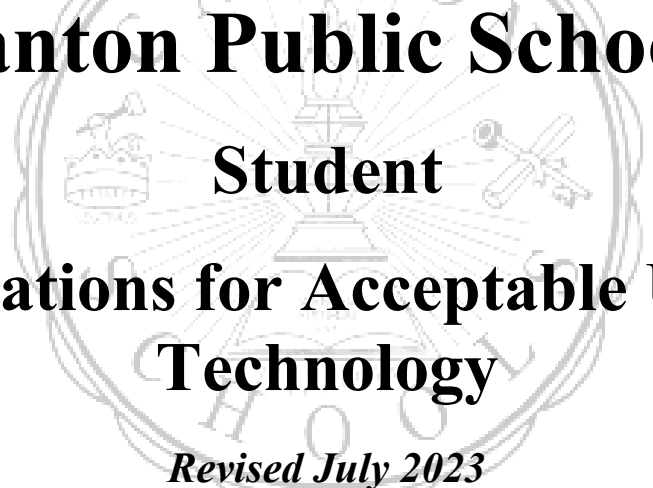
Staff or Student Signature:_____

Date: _____

- Parent or guardian must also sign the acceptable use policy prior to **September 8, 2023**, to ensure student's continued access to the CBOE Computer Network.

I, _____(typed or printed name), have read the Canton Board of Education's "Regulations for the Acceptable Use of Technology," and I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept responsibility for my child's compliance.

Parent/Guardian's Signature: _____

Date:_____

Food or Drink will not be taken or consumed in computer classrooms or near any workstation.

Canton Public Schools

Student

Regulations for Acceptable Use of Technology

Revised July 2023

If you forget the rules, a copy of the rules can be found on the school's website.

https://cantonschools.org/p/regulations-for-acceptable-use-of-technology-raut

Reasons for these Regulations

Canton Board of Education ("CBOE") is providing devices, a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

CBOE has adopted these "Regulations for Acceptable Use of Technology" (RAUT) to set guidelines for using the devices and accessing the CBOE Computer Network and/or the Internet service provided by CBOE. Every year, students who want a district provided device, computer network and Internet access for that upcoming school year need to sign and return these "Regulations for Acceptable Use of Technology" to the school within the first two weeks of school in order to maintain their access to technology. In addition, students must have their parents or guardians sign this RAUT. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this RAUT and to report any misuse of the computer/tablet, the CBOE Computer Network, and/or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand CBOE may revise the Internet Acceptable Use Policy as it deems necessary.

CBOE will provide notice of any changes either by posting a revised version of the RAUT on its website or by providing written notice to the students, employees, and parents or guardians. To obtain access to the CBOE Computer Network and the Internet, students must also follow any school procedures developed at the school site. Each student who qualifies may access the CBOE Computer Network or Internet. The student is required to change the password when prompted and routinely thereafter. The account may only be used during the time the user is a student of the CBOE. Anyone who receives an account is responsible for making sure it is used properly and the password is never given to anyone outside of the Information Technology Staff.

Nor should the password be written down and posted to a wall near the computer, taped under the keyboard, or in any way made easy for another person to uncover. The IT staff will *only* request a user password if a staff member's or student's account requires service, and, as a courtesy, the IT staff can avoid resetting that account to a default password state.

Acceptable Uses of the CBOE Devices, Computer Network or the Internet

- The account provided by CBOE should be used only for educational purposes.
- If a user is uncertain about whether a particular use of the CBOE Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the Devices, CBOE Computer Network or the Internet
The following uses of the account provided by CBOE are unacceptable:

Uses that violate any state or federal law or municipal ordinance are unacceptable.
- *Unacceptable uses of the CBOE Devices or Computer Network including Public WiFi include, but are not limited to the following:*
  - Selling or purchasing any illegal substance;
  - Accessing, transmitting, or downloading pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
  - Transmitting or downloading confidential information or copyrighted materials;
  - Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority;
  - Uses that involve obtaining and/or using anonymous email, proxy sites, VPN sites or intentionally taking steps to circumvent schools internet filtering.

Uses that cause harm to others or damage to their property are unacceptable.
- *Unacceptable uses of the CBOE Devices or Computer Network include, but are not limited to the following:*
  - Deleting, copying, modifying, or forging other users' e-mails, files, or data;
  - Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files;
  - Damaging computer equipment, putting stickers on computers, files, data, or the CBOE Computer Network; *(There is a $15 charge for removal of stickers.)*
  - Using profane, abusive, or impolite language online;
  - Disguising one's identity, impersonating other users, or sending anonymous email messages;
  - Threatening, harassing, or making defamatory or false statements about others;
  - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  - Intentionally accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way

degrading or disrupting any computer system performance, including games or chat software.

- o Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
- o Using any CBOE computer to pursue "hacking," internal or external to CBOE, or attempting to access information that is protected by privacy laws.

Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable.

- *Unacceptable uses of the CBOE Devices or Computer Network include, but are not limited to the following:*
  - o Using other users' account passwords or identifiers;
  - o Disclosing one's account password to other users or allowing other users to use one's account;
  - o Writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
  - o Getting unauthorized access into other users' accounts, files, computers services or other computer networks;
  - o Interfering with other users' ability to access their accounts.
  - o Taking remote control of another computer system, unless established by the IT Staff.

Commercial use Guidelines:

Purchases over the Internet for a project are permissible *only* with teachers' and/or parents' permission.

- *Unacceptable uses of the CBOE Devices or Computer Network include, but are not limited to the following:*
  - o Selling or buying anything over the Internet for personal financial gain;
  - o Using the Internet for advertising, promotion, or financial gain;
  - o Conducting for-profit business activities.

Internet Safety:

- CBOE will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words, websites, or concepts, as determined by CBOE and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies or as directed by a teacher. These activities must be pre-approved by a school counselor.

Final responsibility for putting personal information on the Internet rests with the individual. Not only on the CBOE Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization and keep any personally identifiable data you post to a minimum.

- Students shall not meet in person in a secluded place or a private setting anyone they have met on the Internet.
- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. CBOE will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.
- Account users will abide by all school security policies.

Privacy Policy:

- The School District Administration has the authority to monitor, inspect, copy, review, and store at any time and without prior notice all accounts, including e-mail and any all information transmitted, received, and/or created on any computer or user account. All such materials are the property of CBOE.
- Account users do not have any right to, or expectation of, privacy regarding such materials.
- Each account user of the CBOE Computer Network does have the right to know exactly what can be monitored and how. Please be aware that Canton monitors all internet activity including email and web access. This may include review of emails sent and received for up to five years. In addition all internet sites may be recorded by user and computer account to generate automated reports based on use.
- All such information files created or accessed on any Canton owned computer may be recorded and reviewed.
- Real time monitoring of all computer systems when in use can include remotely watching the screen or taking over the workstation. This monitoring is generally used to provide technical support to the user from a remote site.
- Offensive or inappropriate material gained in the any of the above means will be submitted to an appropriate supervisor for disciplinary recommendations.
- Use of Google Education Suite is heavily used in Canton Public Schools, and by signing this agreement you authorize the use of Google services including, but limited to Maps, Gmail, YouTube, Classroom, etc., where deemed appropriate by school administration.

E-mail use:

- At this time, student use of personal email is permitted, but this is subject to change as state and federal guidelines mandate. Local school policy may be more restrictive and should be consulted prior to beginning use of these services.
- If a user is accessing personal email through the CBOE Computer Network, it should be for the purpose of education only. E-mails using personal email accounts is discouraged.
- CBOE does *not* permit transferring programs or apps via email.

Games:
- Only approved educational games under the direct supervision of a teacher will be allowed.
- Accessing or attempting to access games online is not permitted and is considered in violation of this RAUT.

Social Networking:

The use by students of social networking sites, such as but not limited to Twitch, Instagram, Facebook, YouTube, Twitter, etc., as well as the internal academic networking site on District Computers shall be in conformity with the following guidelines:

- The search for illegal, crude, crass, and inappropriate things is not acceptable and should be avoided.
- The computers, and social networking sites, should be used for research and school projects or to connect with other students in a positive manner.
- The social networking sites shall not be used to harass others.
- It is necessary to be mindful of copyright infringement, plagiarism, and illegal downloading.
- When in doubt, ask a teacher or administrator if the site to be used is appropriate.
- Leave an inappropriate site immediately when accessing such a site is in error.
- Assignments involving the use of social networking tools on the Internet are like any other school assignment and subject to the policies and procedures in the student handbook.
- Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures, and/or videos.
- Harassment in any form, including electronically posted comments, is unacceptable.

Social Networking and Bullying (cyber-bullying):

Students shall not use social networking sites, such as but not limited to Twitch, Instagram, Facebook, YouTube, Twitter, etc., for any acts of bullying.
- Electronically posted comments, pictures, or other content will be considered bullying if they have a direct and negative impact on another student's or group of students' feelings of safety in school, on school grounds, or on the bus.
- Posting the images or videos of others without their consent is in violation of this acceptable use policy.
- This includes electronic content of any kind that leads to a student's or group of students' inability to work or learn in school or at home due to emotional distress.
- This includes electronic content of any kind that leads to an unsafe classroom environment or causes or contributes to a teacher's loss of control over the classroom or the classroom activities.

Chat Rooms, Blogs, Discussion Boards:
- Access to chat rooms, blogs, and discussion boards is restricted to educational use only.

Personal Computers/Devices (BYOD):

- The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore, students and staff will be permitted to access the District's **"Public"** wireless network with their personal devices during the school day. The internet shall be made available to students for instructional purposes in accordance with administrative regulations.
- The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.
- Students and parents/guardians participating in the Bring Your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.
- The use of these devices, as with any personally owned device, is strictly up to the teacher.
- Each student/parent guardian may be required to sign the BYOD User Agreement Form.
- The **"Public"** WiFi network may be shut down at any time by the Information Technology department.

Prior to receiving a user name and password:
- User must have a signed user agreement on file.

Passwords:
- User names and initial passwords will be assigned. Generally this is in the form of first initial last name, but the System Administrator reserves the right to assign any name based on what is available.
- Passwords will be a minimum of 6 characters long.
- As a guideline, passwords should be a combination of numbers and characters and should not be something personal.

Penalties for Improper Use:
- All computers/tablets will have remote monitoring software installed on them, enabling IT staff and select personnel to remotely view the work being done on that computer.
- The use of the CBOE Computer Network and equipment, including the account, is a privilege, not a right. IP bans may occur if inappropriate network traffic is observed.
- Inappropriate use may result in the restriction or cancellation of the account.
- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.
- CBOE will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Food or Drink will not be taken or consumed in computer classrooms or near any workstation!