

***MANSFIELD PUBLIC
SCHOOLS***

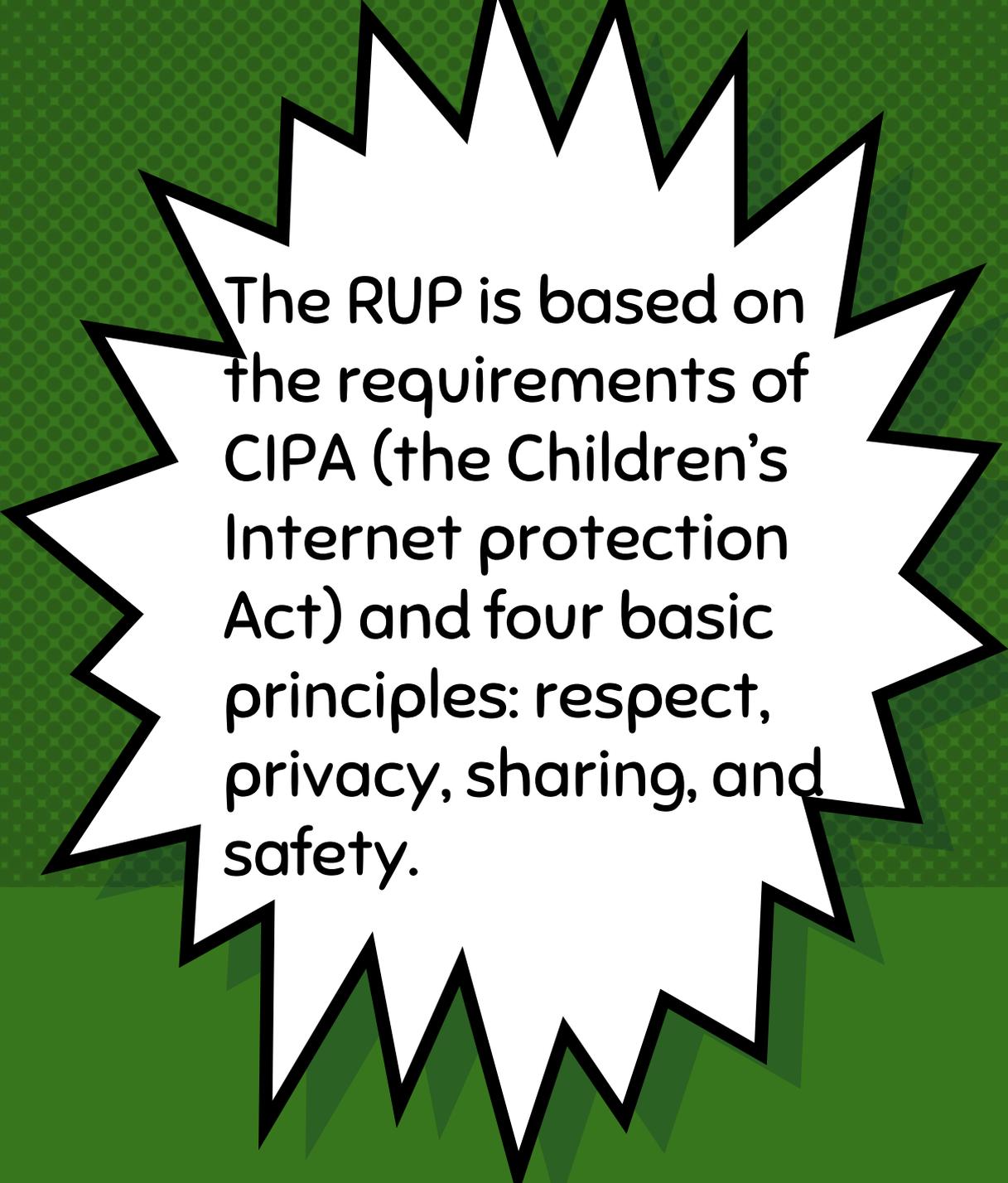
Responsible Use
Policy
For Technology

RESPONSIBLE Use Policy - What is it?

- × Responsible Use Policy, or RUP, is a set of rules and regulations developed by teachers and administration and adopted by the School Committee.
- × An RUP is a “living” document, which means that as technology changes, the document will need to be amended.
- × The purpose of the RUP is to protect the students, employees, and the district.

***FUTURE READY* Learning**

- × Mansfield Public Schools is committed to enhancing the learning of all of the students and staff members within the district.
- × Online learning is critical for students and staff success to be future ready.
- × Emails, Internet, Wikis, social media, and blogging are just a few examples of digital tools to support learning that MPS offers to its users.



The RUP is based on the requirements of CIPA (the Children's Internet protection Act) and four basic principles: respect, privacy, sharing, and safety.

The RUP is a revised version of our Acceptable Use Policy. It helps each and every user understand what responsible use is and what is expected of them when they use school-provided equipment, applications, programs, and software.

Why have a
RESPONSIBLE Use
Policy?

ONLINE ETIQUETTE

Use appropriate language. No swearing or vulgarities, suggestive, obscene, belligerent, harassing, threatening, or abusive language.

Pause before you post

RESPECTFUL LANGUAGE AND GRAPHICS

Be professional in all forms of communication. In your messages always use language and graphics that you know are appropriate and respectful. Don't use school online access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Examples - Email-based jokes are often graphically displayed and distributed.

PRIVACY

- × The Internet within the Mansfield Public School system is intended for educational purposes.
- × The District has the right to monitor inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

CONSEQUENCES

If a user violates this policy, the District will take appropriate action, which may include restriction and loss of network privileges, payments for damages or repairs, and discipline under appropriate District policies up to and including suspension or expulsion, termination of employment, and referral to legal authorities. Users may also be held personally liable under applicable state and federal civil and criminal laws. Employee discipline procedures will be in accordance with the terms of applicable collective bargaining agreements.

SAFETY

Staff should be aware of federal regulations that protect students.

- × [Family Educational Rights and Privacy Act \(FERPA\)](#)
- × [Children's Internet Protection Act \(CIPA\)](#)
- × [Children's Online Privacy Protection Act \(COPPA\)](#)

Visit [Common Sense Media](#) for more information.

THIRD PARTY SITES AND APPLICATIONS

We recognize there's a wealth of educational digital tools available. At this time students are able to use online tools that:

- × Are accessible through [Google Universal Sign In](#) (e.g. *Remind*, used with your Mansfield Schools email)
- × Do not require student login credentials (e.g. *Kahoot*, *Edmodo*, and *Go Noodle*)
- × Contracted sites through the district or school

PASSWORD PROTECTION

- × Passwords are **CONFIDENTIAL!**
- × Never share your password with anyone.
- × If your password is compromised, contact your school administrator immediately.
- × Strong passwords include a mixture of uppercase, lowercase, numbers and symbols.

PLAGIARISM/COPYRIGHT

- × Plagiarism includes the use of any information obtained from the Internet that is not properly cited.
- × Students and staff are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- × Students and employees must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

WE ENCOURAGE YOU TO USE DIGITAL TOOLS!

All of these policies and guidelines are to help support you as you use and access digital tools in the classroom. “Remember, you are the same person online as you are in your classroom!”

SOURCES

- × Mansfield Public Schools RUP
- × Duxbury Public Schools
- × Niagara Falls City School District
- × [Common Sense Media](#)
- × [The Educator's Guide to Social Media](#)
- × [The Educator's Guide to Student Data Privacy](#)