



Student Technology Acceptable Use Policy

Adopted by the Springfield School Committee: October 28, 2021



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Definitions

- **SPS-Provided Technology**

- Any account, password, software, access to software, technology device, internet access, network connection, email, or electronic communication tool provided to a student by the Springfield Public Schools.

- **Educational Purposes**

- Activities related to the process of teaching and learning in both formal classes and extracurricular settings.

- **Technology Device**

- Any piece of physical computing equipment AND the associated equipment required for its use (for example, a laptop computer and its power cord).

- **OITA**

- The Office of Information, Technology, and Accountability.



Purpose and Scope of Policy

- This policy defines the acceptable use of technology provided to students enrolled in the Springfield Public Schools.
- Technology provided to students by the Springfield Public Schools is intended for Educational Purposes.
- Access to this technology is a privilege and not a right.
- This policy covers any technology or access to technology provided to students enrolled in the Springfield Public Schools, including, but not limited to: user, email, and messaging accounts; software; access to online software; a network connection with internet access; and, technology devices such as computers, iPads, or headphones.
- This policy applies to the use of technology provided by the Springfield Public Schools both on and off school grounds and during and outside school hours.



Inappropriate Online Behavior

- When using SPS-Provided Technology, students must never:
 - Share, post, or disseminate unlawful, inappropriate, profane, vulgar, sexually explicit, threatening, abusive, discriminatory, or harassing content;
 - Engage in activities such as phishing, spamming, or hacking that could harm or disable their device or anyone else's device;
 - Violate any U.S. or state law;
 - Access prohibited sites on the internet, including any sites blocked by SPS content filters;
 - Reveal their own or another person's private information, including, but not limited to, address and phone number; or,
 - Pretend to be someone else.

While this policy is specific to the use of technology provided to students by the Springfield Public Schools (SPS-Provided Technology), students and families should be mindful that inappropriate content posted on social media or otherwise online – and directed at the school, other students, or staff – can be subject to disciplinary action under the Student Code of Conduct regardless of the device used to post that content. The Student Code of Conduct is available on the Springfield Public School's website.



Accounts and Passwords

- When using any account or password provided by the Springfield Public Schools, students must:
 - Set their passwords consistent with requirements provided by OITA;
 - Change their password whenever requested by OITA;
 - Keep their password confidential, only sharing their password with a legal parent or guardian;
 - Notify their teacher or school Principal if they discover someone other than a legal parent or guardian has access to their password; and
 - Use their account for Educational Purposes.



Network and Internet Access

- When using wired or wireless network connections and access to the internet provided by the Springfield Public Schools (including access provided for use from home), students must:
 - Only connect SPS-Provided Technology Devices unless receiving prior permission from OITA;
 - Not attempt to disable or circumvent software designed to block access to inappropriate content;
 - Not attempt to gain unauthorized access to any systems, software, or computer equipment;
 - Not engage in inappropriate online behavior as defined in this policy; and,
 - Use access for Educational Purposes.



Email and Communication Tools

- When using email and other communication tools and platforms provided by the Springfield Public Schools, students must:
 - Understand that their account is the property of SPS, is not confidential, and there is no expectation of privacy on messages sent or received;
 - Understand they are responsible for all emails and messages sent from their accounts and never share their account or passwords with anyone else;
 - Be polite, using appropriate language;
 - Never use the tools to reveal private information or send photos of themselves or others unless required for Educational Purposes;
 - Report inappropriate messages or use of the tools to a teacher or administrator; and,
 - Use email and communication tools for Educational Purposes.



Technology Devices

- When using a Technology Device – like a laptop computer, iPad, or internet hot spot – provided by the Springfield Public Schools, students must:
 - Bring the Device to school every day with a fully charged battery;
 - Understand they are responsible for getting all school and homework completed on time even if they forget to bring or charge their device;
 - Never loan the Device to another person, including another SPS student;
 - Never use the Device to record audio or video without the consent of those recorded;
 - Report immediately to a teacher or administrator if the Device is damaged, lost, or stolen;
 - Bring the Device to the school's main office or Technology Coordinator if the Device is not working; and,
 - Use the Device for Educational Purposes.



Using a Technology Device

- When using a Technology Device, students must:
 - Shut down the Device when not in use;
 - For laptop computers, restart the Device at least once per week;
 - Store files and data in the online storage location provided rather than on the Device and understand that the Springfield Public Schools are not responsible for lost data;
 - Never attempt to remove, alter, or disable software included with the Device;
 - Only install software or applications approved by OITA;
 - Never sync the Device with any other technology device or with accounts not provided by the Springfield Public Schools;
 - Never attempt to remove content filtering or device management software;
 - Never attempt to repair the Device; and,
 - Return the Device and accessories in good working condition when requested.



Caring for a Technology Device

- To appropriately care for a Technology Device, students must:
 - Always keep the Device in its protective case or sleeve when not in use;
 - Treat the Device with care, never dropping it, leaving it outside, leaving it in direct sunlight, leaving it visible in a vehicle, or leaving it in temperatures above 90 degrees or below 40 degrees;
 - Not leave the Device unattended and unsecured;
 - Not use the Device in busy areas such as gyms, playgrounds, or public environments unless given permission by a teacher or administrator;
 - Not place decorations, stickers, or writing on a Device;
 - Keep food, beverages, and water sources away from the Device at all times; and,
 - Only clean the device with a soft cloth and without using any cleaners, sprays, or soaps;



No Expectation of Privacy

- Students can have no expectation of privacy when using any SPS-provided accounts, devices, connectivity, or software.
- The Springfield Public Schools and OITA reserve the right to monitor student use of technology accounts, devices, connectivity, and software to ensure both safety and appropriate use consistent with this Policy.
- By utilizing SPS-Provided Technology, students are indicating their consent to monitoring by OITA for safety and appropriate use.
- If legally required, communications – including text, audio, video, or images – may be disclosed to law enforcement or other parties in the course of litigation without prior consent of the sender or receiver.



Liability for Misuse of SPS-Provided Technology

- The Springfield Public Schools assumes no responsibility for:
 - Any unauthorized charges or fees incurred in the use of SPS-provided accounts, devices, connectivity, or software;
 - Any financial obligations arising out of unauthorized use of the system for the purchase of products or services;
 - Any cost liability or damages caused by a user's violation of these guidelines;
 - Any information or materials that are transferred through the network; or,
 - Any other inappropriate use of SPS-Provided Technology.



Consequences for Violating this Acceptable Use Policy

- Violations of this Policy may result in suspension or termination of access to SPS-Provided Technology.
- Violations of this Policy may also result in disciplinary action consistent with the Springfield Public School's Code of Conduct.
- The Springfield Public Schools reserve the right to seek restitution for costs incurred by the District, including legal fees, due to a student's inappropriate use of SPS-Provided Technology or vandalism of Technology.