

## **TECHNOLOGY AND ONLINE ACCESS POLICY**

### **Purpose**

The Newton Public Schools (NPS) provides access to technology devices, online resources, Internet, learning and data systems, and social media sites to employees and students for educational and related professional purposes. Access to technology devices, online resources and to Internet and email services is a privilege, not a right. The intent of this policy is to ensure that students and employees utilize this access in a responsible manner consistent with the purpose of providing these services. This policy governs all electronic activity of employees and students using and accessing NPS' technology, online resources, Internet, data systems, and social media sites regardless of the user's physical location.

### **Guiding Principles**

Technology, including email, school-based websites, learning and data systems, and social media, can serve as a powerful tool to enhance education, communication and learning. This technology can provide both educational and professional benefits.

NPS has an overriding interest and expectation in deciding what is communicated on behalf of the Newton Public Schools through its websites, email and social media sites.

NPS provides a baseline policy and a set of guidelines and procedures to allow schools and employees to implement technology in ways that enhance education, communication and learning.

All students, families, and employees are responsible for knowing their rights and responsibilities as outlined in this policy, associated Guidelines, and the Student's Rights and Responsibilities Handbook.

Nothing in this policy shall be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment.

### **Safety Procedures and Guidelines**

The Superintendent, in conjunction with the Director of Information Technology and Library Services, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address ethical use of technology and online resources and issues of privacy versus administrative review of electronic files and communications. In addition, Guidelines shall prohibit utilization of technology and online resources for prohibited

or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
  
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
  
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
  
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

Newton Public Schools shall provide reasonable public notice to address and communicate its internet safety measures.

LEGAL REFS: 47 USC § 254