

Reading Public Schools  
Virtual Technology Procedures and Protocols, Computer Network and Internet Acceptable Use Policy  
For PreK-5 Students

**I. DISTRICT'S EXPECTATIONS OF STUDENTS AND FAMILIES FOR APPROPRIATE VIRTUAL TECHNOLOGY USE**

**Protocol and Expectations for Video Conferencing**

The Reading Public Schools is dedicated to providing engaging and effective remote learning opportunities for our students. As part of our remote learning opportunities, the District is offering these opportunities via a virtual platform. Prior to engaging in these virtual opportunities, the District seeks to clarify expectations around appropriate use of virtual technologies for educational opportunities. For questions regarding school policies and procedures, please contact your child's building principal.

1. Parents should review and sign electronically on the portal the Acceptable Use Policy (AUP) for Internet and Technology Use as soon as possible. The documents can be found for viewing in the first day of school fliers located [here](#). During this transition time, when students are accessing remote lessons the AUP is in effect for all students.
2. Please note that during remote recorded or live telecommunication sessions, your child's image and voice will be transmitted over the internet and into other students computers and homes, and that by allowing your child to participate in these telecommunication services you understand and consent to the dissemination of your child's image and voice during these remote telecommunication sessions.
3. The District strictly prohibits screenshots, pictures, downloading, audio/video recording and distribution of any virtual educational experience by students or parents in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Massachusetts law. Please note that in Massachusetts, it is illegal to audio record another person through any medium without his or her knowledge.
4. Teachers will record lessons when they are using Zoom or Microsoft Teams for synchronous teaching and learning. Recorded instruction will be maintained by the teacher and will be available for instructional purposes using the protocol described below. Teachers may determine that some lessons will not be made available to students and will not provide access.
5. The District has made good faith efforts to ensure virtual platforms used comply with child Internet protection and confidentiality laws and do not sell, use or disclose any personally identifiable information or data for commercial purposes or to third parties. There are potential risks for Internet interruptions, unauthorized interruption by third party and technical difficulties. You can minimize the risk of breaches in confidentiality by not sharing any links, user name and passwords provided used for virtual opportunities access.
6. Students, and where appropriate parents/guardians, agree to engage in virtual educational experiences dressed appropriately, in a quiet, private area to the extent practicable given the circumstances, in order to minimize background noise and distractions and to protect the integrity of student engagement as well as student confidentiality. It is the expectation that students use appropriate backgrounds for their virtual calls.
7. The laws that protect the privacy and confidentiality of your child's personally identifiable information apply to virtual educational opportunities just as they do during an in-person services. Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity of virtual education.
8. Parents and guardians agree that attendance in virtual education is necessary and required. Parents will make best efforts for the student(s) to be present during live lessons. Attendance will be taken each class period at the middle and high school level and once in the morning and once in the afternoon at the elementary school level.

## **Protocol for Access to Lessons**

- A. Teachers will use only Zoom or Microsoft Teams to record their lessons.
- B. Recorded instruction will be maintained by the teacher.
- C. Recorded lessons are available to the student for instructional purposes only and under the following guidelines.
  - a. The student has been absent from virtual or in person lessons for several days due to illness that did not allow them to access virtual or in person instruction. Medical documentation will be necessary to support this guideline.
  - b. The student has been struggling academically and it has been determined by the teacher that reviewing the recorded lessons would benefit the students academic progress.
  - c. Teachers may decide that other one time events (i.e. power outage or extra help session prior to an assessment) would be an appropriate reason to make a recorded lesson available.
- D. Since the expectation and requirement is that students attend all synchronous lessons, recorded lessons will not be available for general use. If a student needs extra help on a particular topic, it is encouraged that the student/parent reach out to the teacher for additional academic support.
- E. If a student qualifies for one of the above categories, the teacher will contact the parent/guardian to make the lesson available to them.

## **II. Computer network and Internet Use for In Person and Remote Learning**

The Internet is a worldwide network of computers that provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. The Internet provides an almost limitless amount of information that can be used for educational purposes, but the potentially limitless amount of information available on the Internet creates the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all users of the Reading Public Schools Computer Network to use this resource safely and appropriately.

The Reading Public Schools Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development, and high quality self-discovery activities of an educational nature. The Reading Public Schools computer network is not intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Reading Public Schools community are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network may reach larger audiences than face to face conversations or telephone discussions. General school rules for behavior and communication apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Reading Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Reading Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web and an individual email account at school. In making this decision, families should be aware that the Reading Public Schools intends to incorporate network use, Web access, and email in schools according to grade level as follows:

- a. Grades Pre-kindergarten through four: Students at these grade levels will not have individual computer network passwords or email accounts. During school time, teachers of students in

grades kindergarten through two will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher-directed and teacher demonstrated use. Students will not be conducting independent research on the world wide web, nor will they be sending or receiving electronic mail independently.

- b. Grades five through twelve: Students in grades five through twelve may be given individual access passwords and receive individual Reading Public School student email accounts. They may have the opportunity to access the Web and conduct independent, self-directed research, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

For students to be permitted to gain independent access to the web or individual email accounts, they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web or individual email accounts. If the Reading Public Schools does not receive a signed user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web or individual email accounts, but they may still have exposure to the Internet during classroom instruction or library research exercises.

The Reading Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Reading Public Schools intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Reading Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

#### Rules:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Reading Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Reading Public Schools and could also result in criminal prosecution where applicable. The Reading Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Reading Public Schools computer network.
2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct:
  - a. Cyberbullying, which is the repeated use by one or more students of an electronic expression (including transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, the electronic mail, the internet communications, instant messages or facsimile communications, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution of communications to more than one person or the posting of material on an electronic medium that be me accessed by one or more persons), alone or in combination with any written or verbal expressions or physical acts or gestures, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (2) places the victim in reasonable fear of harm to himself or damage to his property, (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of the school. See Massachusetts General Laws, Chapter 71, Section 370.
  - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.

- c. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - d. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
  - e. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
  - f. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
  - g. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.
  - h. Accessing any prohibited sites on the Internet.
  - i. Revealing the personal address or telephone number or oneself or another person.
  - j. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.
  - k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.
  - l. Attempting to harm, modify or destroy data of another user.
  - m. Exhibiting any other action, whatsoever which would in any way subject the user or the Reading Public Schools to any civil or criminal action.
  - n. Discussing highly sensitive or confidential school department information in e-mail communications.
  - o. Using the Reading Public Schools technology network to buy, sell or advertise anything.
  - p. Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.
  - q. Using the Reading Public Schools technology network for gambling.
  - r. Using the Reading Public Schools technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
  - s. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.
  - t. Using the computer network for recreational purposes or activities relating to personal hobbies.
3. The Reading Public Schools assumes no responsibility for:
    - a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.
    - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
    - c. Any cost, liability or damages caused by a user's violation of these guidelines.
    - d. Any information or materials that are transferred through the network.
  4. The Reading Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Reading Public Schools shall not be liable for any loss or corruption of data resulting while using the network.
  5. All messages and information created, sent or retrieved on the network are the property of the Reading Public Schools. Electronic mail messages and other use of electronic resources by students and staff, including accessing web pages, should not be considered confidential. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. While the Reading Public Schools does not

plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
7. Because of size, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Reading Public Schools technology network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.
8. Should a user, while using the Reading Public Schools Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Reading Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
9. Cyberbullying that either (a) is committed through the use of technology or devices that are owned, leased or used by the school district or (b)(i) is committed using technology or devices not owned, leased or used by the school, and (ii) creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, should be reported by following the school district's Bullying Prevention and Intervention Plan and Procedures. See Massachusetts General Laws, Chapter 71, Section 37O.
10. The Reading Public Schools administration reserves the right to amend this policy at any time without prior notice.
11. The Reading Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.

**Reading Public Schools  
Computer Network, Internet and E-Mail Acceptable Use Policy for Students  
User Contract for Grades K-5**

All technology use at the elementary level in the Reading Public Schools is under the supervision of a teacher, staff member and/or other designated adult. In order for a student to use the Reading Public Schools technology, a student and his/her parent/guardian must be aware that its use is for educational purposes only. The student must read and agree to the following rules, or, if needed, have them read and explained to him/her by a parent/guardian.

Rules for Technology Use:

- I will follow the District's Expectations of students and families for appropriate virtual technology use.
- I will use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher, staff member or other designated adult is present and I have permission to do so.
- I will never give out personal information about others or myself over the Internet.
- I will not use my full name if I am doing project work over the internet.
- I will inform my teacher immediately if I find materials or sites that are inappropriate and have no educational value.
- I will be polite and only use language that is acceptable in my school when I am working on the computer.
- I will not harass or bully other students through the use of the computer.

Check statements below before signing this contract.

I, and my parent/guardian, have reviewed the rules above, understand them, and agree to follow them.

I, and my parent/guardian, understand that I am subject to school-based discipline if I do not follow the rules.

I, and my parent/guardian, understand that my parent/guardian will be notified if I do not follow rules.

*The student does not have permission to use technology in school unless this contract is signed by the student and parent/guardian. Please return signed page to your classroom teacher.*

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*School (Print Name)*

*Grade of Student*

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*Student Name (Print Name)*

*Student Signature*

*Date*

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*Parent/Guardian Name (Print Name)*

*Parent/Guardian Signature*

*Date*