



# Information Technology Services Department

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## Bridgeport Public Schools

### Standards/Procedures for Digital Code of Conduct for Distance Learning

#### Purpose

To establish a structure of expectations and responsibilities for the use of the distance learning platform pursuant to Bridgeport Board of Education policy 6401. This standards and procedures document **is subject to change at anytime** in response to the evolving nature of technology.

#### Overview

The Bridgeport Public School District has created a Distance Learning Platform (Microsoft Teams) environment as a means for continuing and enhancing education for all students from Pre-Kindergarten through Grade 12. To this end, District computer devices were distributed to families in need based on their communications with their school. All other students are assumed to be able to access the digital learning platform using their own equipment to accomplish this need. Any students unable to access the District's provided services must inform their teacher and school leadership so that accommodations may be made available.

The Bridgeport Public Schools Distance Learning Platform (*from here on referred to as BPS-DLP*) provides a resource for remotely accessing the District's computer services, software, networks and academic facilities for online teaching, collaboration and communication services. With this, comes access to local, regional, national and international sources of information through the internet. This Digital Code of Conduct serves as a guide so that the BPS-DLP will be used by members of the school community with responsibility and respect, in accordance with policies and regulations established by the school District found on the District's website under Board of Education, Policies at <https://www.bridgeportedu.net/policies> .

Successful online learning requires that all users conduct themselves in a responsible, decent, ethical and polite manner. The students under the guidance of their parents are ultimately responsible for all their actions while in accessing the BPS-DLP platforms and services. The users are solely responsible for all resources issued or assigned to them. This includes equipment any District issued equipment as well as login to specialized access information or services. In addition, any personal equipment used to access the BPS-DLP is subject to the same rules expectations and responsibilities outlined in this Digital Code of Conduct. The District monitors and records all activity on the BPS-DLP for the purposes of e-Discovery if deemed necessary. Disciplinary action will be taken for any individual abusing or misusing resources accessed via the BPS-DLP. Please note that this document is subject to change without notice and adapted to address any unforeseen needs.

#### Student, Faculty and Staff Guidelines

- Only Office 365 and its associated authorized platforms are allowed for student, faculty and staff usage for the storage of all protected FERPA, HIPPA, GLBA and PA-168-189 datasets.
- A complete list of all approved vendor and specific products can be found at <https://www.bridgeportedu.net/student-data-privacy>
- Access to the networks, e-mail system, chat, file storage and to the information technology environment within the BPS-DLP is a privilege and must be treated as such by all users.
- The BPS-DLP will be used for the purposes of education and school-related communication during Distance Learning.

- Any system which requires password access may only be used by the authorized user.
- All communications and information accessible via the BPS-DLP should be treated as property of the District, regardless of whether or not this occurs on a personal or District device.
- The District monitors and records all activity on the BPS-DLP, the District will archive all usage.
- Any information created, accessed or shared on a District-owned device, within a District platform or on the District network will be archived

## District Responsibilities

- The District will enforce observation of federal and state of Connecticut laws/regulations:
  - Children’s Internet Protection Act (CIPA)
  - Children’s Online Privacy Protection Act (COPPA)
  - Family Educational Rights and Privacy Act (FERPA)
  - Health Insurance Portability and Accountability Act (HIPPA)
  - Gramm-Leach-Bliley Act (GLBA)
  - Connecticut Student Data Privacy Act (PA-16-189)
  - All other laws and regulations required but not listed here as required
- Archive any content created, accessed or shared on a District-owned device, within a District platform or on the District network
- Respect and enforce copyright laws and regulations of all District users.
- Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and District files.
- Attempt to provide error free and dependable access to technology resources associated with the BPS-DLP and it’s related services. However, **the District cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.**
- Thoroughly investigate alleged misuse of the Internet and/or the BPS-DLP services
- Conduct assessments of inappropriate content, communications and data when it has been made aware of materials that violate the District policy, standards and procedures.
- Monitor student Internet activities to ensure students, faculty and staff are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school District will use technology protection measures to protect students from inappropriate access.
- Expects that all students using the BPS-DLP resources will be monitored by an adult(s).
- Report child pornography to law enforcement. District and school technical support staff who are working with any computer or portable device and come across sexually explicit images of children must report this to District administration with direction to local law enforcement. Faculty and staff will not redistribute (record/screenshot/share) any inappropriate content. Rather briefly describe the content in an e-mail to their building administrator who will follow additional procedures for e-Discovery.

## Digital Code of Conduct for All Users

Use of the BPS-DLP will be in support of education goals that are consistent with the mission of the District. Those who have been issued District approved accounts and guest users must follow the guidelines established for access to the BPS-DLP. Guests to the District are not authorized to access any production networks or services. Guests are only authorized to use sponsored guest wireless network access provided by the District. Any use of network services will be in accordance with the District's acceptable use policy and clarified through this digital code of conduct.

- Protect your log-on information from others, do not share your information with anyone

- Respect the privacy of other users, do not use another user's username or password.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks or demonstrate other antisocial behaviors.
- Report any harassing, threatening, intimidating, or other improper message that occurs on the BPS-DLP immediately to a teacher or principal.
- Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the BPS-DLP in a way that does not disrupt its use by others.
- Do not destroy, modify or abuse the hardware or software in any way.
- Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system. Do not "hack" the system.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- Do not use the Internet for commercial purposes.
- The District reserves the right to suspend any account for purposes of investigating possible violations of District technology use policies and to remove a user's account if it is determined that the user is engaged in unauthorized activity and violating this digital code of conduct.
- The District reserves the right to review content of all files stored, of all information accessed via the Internet and/or of e-mails sent or received through the BPS-DLP.

### **Disciplinary Action**

- Access privileges will be revoked for a period of time determined by administration.
- Students will be required to make-up any work missed during this time. Parents and guardians will be notified.
- Disciplinary action for all users will be consistent with the District's established policies, standards procedures and practices.
- Consequences of violations will be handled by building administration, along with the Executive Director in consultation with the ITS director, and/or legal action, if necessary.
- If suspended, students will be required to make-up any work missed during this time. Parents and guardians will be notified.