File:  IJNDB

**USE OF TECHNOLOGY AND INSTRUCTION**

**Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and develop competencies in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

**Availability**

The Superintendent or designee shall implement, monitor, and evaluate the district’s system/network for instructional and administrative purposes.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Richmond Consolidated Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Richmond Consolidated Schools.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

* Digital devices, software, and networks shall be used in school for educational purposes and activities.
* An individual’s personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
* Individuals will show respect for themselves and others when using technology including social media.
* Users shall give acknowledgement to others for their ideas and work.
* Users shall report inappropriate use of technology immediately.

**Monitored Use**

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

**Liability**

Richmond Consolidated School shall not be liable for users’ inappropriate use of electronic resourecs or violations of copyright restrictions, users’ mistakes or negligence, or costs incurred by users. Richmond Consolidated School shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE:  MASC

Adopted: August 2015

1st Reading 1/9/2024

2nd reading 4/9/2024