

**INTERNET, NETWORK AND E-MAIL RESPONSIBLE USE AND  
DEVICE CARE POLICY FOR STUDENTS**

Overview

The Lynn Public Schools provides access for students to the system/network, including access to external networks and e-mail, for educational purposes related to the Lynn Public Schools.

Students shall have the right to access district-issued devices (such as laptop computers) on Lynn Public Schools premises, beginning in Grade 3 (or such earlier or later grade level as the Superintendent or their designee may deem appropriate at any given time). The right to access such district-issued devices on the premises shall be a right in the Lynn Public Schools.

The privilege of taking such devices from the premises may be permitted generally, however the Lynn Public Schools reserves the right to govern any such taking or possession of devices, whether relative to all students, certain cohorts of students, or on a case by case basis.

Acceptable Uses

The Lynn Public Schools system/network, e-mail system, and devices may be used only for educational purposes related to the Lynn Public Schools.

Should a student or parent/guardian have a question about whether a particular use is appropriate, they may contact their school building leadership or classroom teacher, who may consult with building leadership. While any such question is pending, the student is advised to refrain from the use in question.

It shall be the purview of Lynn Public Schools administrators, from time to time, or as may be necessary in individual circumstances, to deem a particular use as appropriate or inappropriate, based upon the spirit of this policy. The Superintendent or their designee may create, issue and update guidelines, pledges, agreements, guides, and other documents to help students in understanding what are appropriate and inappropriate uses.

Unacceptable Uses

The Lynn Public Schools system/network, e-mail system, and devices may not be used for anything other than educational purposes related to the Lynn Public Schools. Unacceptable uses include, but are not limited to, the following:

- Bullying, including cyberbullying, in violation of the Lynn Public Schools Bullying Intervention and Prevention Plan Policy;
- Harassment or discrimination of any kind in violation of the Lynn Public Schools policies relative to race, color, national origin, creed/religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, marital status, homelessness, special need, proficiency in the English language or academic achievement or any other consideration made unlawful by any federal, state or local laws or regulations;

- Any violation of the Lynn Public Schools District Handbook or Lynn Public Schools Policy Manual, including the Discipline Code therein;
- Accessing or transmitting threatening or obscene material;
- Computer hacking;
- Creation or intentional spreading of computer viruses;
- Illegal activities of any kind;
- Commercial activities, including product or service advertisement or sales;
- Political use of any kind;
- Plagiarism;
- Distribution of mass e-mail or spam;
- Unauthorized fundraising, including for the benefit of the school;
- Installation of software or applications unless authorized by the Lynn Public Schools IT Department;
- Inappropriate use of another individual's account;
- Web surfing unless for educational purposes related to the Lynn Public Schools;
- Students will not subscribe to e-mail lists or list serves unless for educational purposes related to the Lynn Public Schools;
- Students will not share passwords with other individuals or permit others to log on on their behalf;
- Students will not log on or attempt to log on as other individuals;
- Students will not distribute personally identifiable information (except to the extent necessary for educational purposes related to the Lynn Public Schools) or otherwise disrespect the privacy of others;
- Students will not loan their district-issued device to anyone;
- Students will not deface their district-issued device or reconfigure the district's settings;
- The following categories of URLs may not be accessed: adult, chat rooms, gambling, and dating websites or applications;
- Use of social media (including Facebook, Snapchat, Instagram, or Tik Tok) is prohibited unless for educational purposes related to the Lynn Public Schools and so long as such use is not objected to by the student's classroom teacher or building leadership or Lynn Public Schools IT Department;
- Students may not connect their own personally owned electronic devices (including without limitation laptops or tablets) to the Lynn Public Schools network;
- Any other non-educational purpose of any kind; or
- Any other purpose not related to the Lynn Public Schools.

### Etiquette

In using the Lynn Public Schools system/network, e-mail system, and devices, students are expected to behave with reasonable etiquette including, but not limited to, politeness and the use of appropriate language.

### Shared Responsibility

The Lynn Public Schools recognizes the importance of the core values of inclusiveness, high expectations, collaboration, shared responsibility, and inspiring life-long learning, including as they relate to technology. Although no one core value is more important than the other in the general context, the Lynn Public Schools wishes to emphasize the core value of shared responsibility for this policy.

Individual schools are encouraged to communicate expectations around use of technology and care of devices in an ongoing way.

Students/families shall notify the Lynn Public Schools IT Department if their device is ever lost, misplaced, stolen, broken, damaged, destroyed, or not properly functioning in any way. In some instances, families may be asked to file a police report, such as in the case of theft.

The Lynn Public Schools has installed a firewall to protect the network from hackers and has enabled filtering to protect against inappropriate content. These protections, however, are not absolute.

Students/families shall notify the Lynn Public Schools IT Department of any potential problems or issues encountered with their device, and also of any potential security risks encountered in using the Lynn Public Schools system/network, including e-mail.

It is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational purposes of the Lynn Public Schools. Thus, reasonable supervision of students by parents/guardians/caretakers (while outside of school) is necessary.

Within school, if staff notice potentially inappropriate action by students, they shall report it to their supervisor as soon as possible.

Finally, in using the Lynn Public Schools system/network, e-mail system, and devices, students are expected to take reasonable precautions for the safety of themselves and others.

### Privacy of Self

Students should not have any expectation of privacy in using the system/network, e-mail, and district-issued devices. Administrators may review files and monitor all computer and internet activity. This includes, without limitation, e-mail transmissions and other use of electronic resources. Such activity shall not be considered confidential and may be monitored at any time.

### Access to Wireless Network

The Lynn Public Schools will provide a filtered, wireless network to which students may be allowed to connect. The Lynn Public Schools will not be held responsible for use of any information obtained via the wireless network including but not limited to loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, and/or omissions. Students are not to disrupt the use of the wireless network. Use of the wireless network is at the student's own risk.

While on Lynn Public Schools premises, students may not connect district-issued devices to the student's own personal hotspot or similar technology, except in extenuating circumstances and only for educational purposes related to the Lynn Public Schools.

### Return of Device and Credentials

Upon graduating, transferring, or otherwise leaving the Lynn Public Schools, students shall return to the Lynn Public Schools any district-issued device(s).

### Vandalism and Device Care

Students may not intentionally lose, misplace, break, damage, or destroy devices, or attempt to harm or destroy data of another student or of the Lynn Public Schools.

Students are additionally expected to take reasonable steps to prevent avoidable device damage or loss of a device due to careless behavior.

Students will not loan their district-issued device to anyone, will not deface devices, and may not reconfigure the district's settings.

### Violation of Policy

The degree, frequency, and circumstances surrounding each incident should impact the methods used in enforcing this policy. Should a student violate this policy, they may be subject to school-based discipline.

Inappropriate use of the Lynn Public Schools system/network, e-mail system, or devices may result in the cancellation of any and all privileges contained in this policy, including the privilege of taking devices off school premises.

The following provisions further address intentional and unintentional loss or damage to devices.

### Device Loss or Destruction Consequences

1. A Student whose device is lost, misplaced, stolen, or destroyed/damaged beyond repair (other than normal wear and tear), whether intentionally or unintentionally, for the first time during a given device replacement cycle:
  - Shall receive a replacement device to use off the premises.
  - Depending upon the circumstances, the student may or may not be required by the Lynn Public Schools IT Department to attend a device care educational opportunity. Such opportunity may be provided by the individual school, or by the district. Such opportunity may be provided in person or by video, and may be one-on-one or in a group setting.
  - If the student is witnessed by LPS staff or on camera intentionally damaging or destroying a device, the student may or may not be required to reimburse the school/district in a reasonable monetary amount, up to the cost of the device. Otherwise, there shall be no monetary reimbursement required for a student whose device is lost, misplaced, stolen, or destroyed/damaged beyond repair for the first time during a given device replacement cycle.

2. A student whose devices are lost, misplaced, stolen, or destroyed/damaged beyond repair (other than normal wear and tear) additional times, whether intentionally or unintentionally, shall be handled as follows:
  - a. 2<sup>nd</sup> instance (during a given device replacement cycle):
    - Student may receive a replacement device to use off the premises, or may be provided with a device to be used on school premises only. This shall be determined by the Lynn Public Schools IT Department.
    - Student may or may not be required to attend a device care educational opportunity of the kind described above.
    - Student may or may not be required to reimburse the school/district in a reasonable monetary amount, up to the cost of the device.
    - Depending upon the circumstances, the Lynn Public Schools IT Department may decide to require only reimbursement, only a device care educational opportunity, both, or neither.
    - In the case of a student who is provided with a device to be used on school premises only, the Lynn Public Schools IT Department or Superintendent (or Superintendent’s designee) may, for good cause, at any time, reverse their decision and instead provide a replacement device to use off the premises.
  - b. 3<sup>rd</sup> instance (during a given device replacement cycle):
    - Student shall be provided with a device to be used on school premises only.
    - Depending upon the circumstances, the Lynn Public Schools IT Department may require only reimbursement, only a device care educational opportunity, or both. At minimum, the Lynn Public Schools IT Department must require one or the other. Waiver of both requirements may be made only for good cause by the Superintendent or their designee.
    - Notwithstanding the foregoing, the Superintendent or their designee may, for good cause, at any time, provide a replacement device to use off the premises.

The following table is intended to illustrate the foregoing provisions (1), (2)(a) and 2(b) in a basic and user-friendly manner. Exceptions to the rules and special scenarios covered above, however, are not fully covered in the table below.

	<b>May replacement device be taken off premises?</b>	<b>Educational opportunity required?</b>	<b>Monetary reimbursement required?</b>
<b>1<sup>st</sup> instance</b>	Yes	Maybe	No, unless intentional damage or destruction is witnessed.
<b>2<sup>nd</sup> instance</b>	Maybe	Only reimbursement, only educational opportunity, both, or neither may be required.	
<b>3+ instances</b>	No	Only reimbursement, only educational opportunity, or both may be required.	

3. The foregoing provisions (1), (2)(a) and 2(b) shall not apply to any device issued on the basis of disability, or to any student whose misuse is attributable to their Special Need eligibility criteria.

4. In the case of a student who intentionally loses, misplaces, breaks, damages, or destroys a device, the Lynn Public Schools reserves the right to refer the matter to law enforcement. Students also may be subject to the Lynn Public Schools Discipline Code, as it may relate to device damage or destruction.

#### Policy Review

Given the rapid changes in technology, the Lynn Public Schools and Lynn School Committee should review this policy periodically, and should revise or update it as may be necessary for the times.

***Adopted by the Lynn School Committee  
October 13, 2022***