

## **GARDEN COUNTY SCHOOLS ACCEPTABLE USE POLICY**

### **Student and Parent User Agreement**

**Garden County Schools maintains quality technology systems (hardware, software, and services) in order to enhance student learning and assist staff in classroom management. All users in the system are part of a community, and membership in such a community requires awareness and practice of acceptable, ethical behaviors. The behaviors delineated in this user agreement apply to all levels of technology, whether using a single computer or extended Internet resources. The school district is bound by contract to other providers of services to require the following behaviors:**

- 1.** Students should use technology resources for academic purposes only unless they have been given permission by an attending teacher or supervisor. These resources include, but are not limited to computers, multifunction cell phones, personal assistance devices, MP3 players, etc. In addition, students must agree not to print non-academic materials without permission from a supervising teacher. Computer labs and laptops are an integral part of the educational environment. No food, drink, inappropriate or disruptive behavior will be tolerated.
- 2.** Students should recognize that copyright laws protect software as well as on-line materials; therefore, they will not be allowed to make unauthorized copies of such materials and will not give, lend, or sell copies of software and/or on-line materials to others. Students may not bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. No software/hardware application may be installed or downloaded on any school owned computer without administrative approval.
- 3.** The work of all users is valuable; therefore, students must agree to protect the privacy of others by not learning or using their logons, passwords, etc. Students should not copy, change, read, or use files from another student without prior permission from that student, and only then with an instructor's knowledge or consent. Students may not use the school's computer systems to disturb or harass other computer users or use inappropriate language in any communications or searches.
- 4.** Students shall not use school resources to engage in "hacking" or attempt to compromise system security. Any attempts to gain unauthorized access to, interfere with, compromise, or jam any system programs or computer equipment will result in disciplinary action. Any attempts to bypass network restrictions and/or group policies will result in disciplinary action.
- 5.** Students are expected to save files that they want to keep in their personal portfolio on the server or on an authorized external drive. Files may be scanned and/or deleted at any time to protect the integrity of the network. Files stored on a computer's hard drive will be deleted at least yearly. Personal files, flash drives, and electronic portfolios are subject to inspection at any time by the Technology Coordinator, staff, or classroom teacher to ensure saved files do not contain viruses, whether intentional or not, and that the saved files follow the rules and code of ethics stated herein.
- 6.** Each student will have Internet access through the school and will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students shall not engage in any illegal activities on the Internet, nor will they be allowed to use unauthorized electronic mail, chat rooms, blogging, instant messaging, and other forms of direct electronic communications except for school-related purposes. Social networks, social bookmarks, podcasts, student blogs, wikis, multi-user role playing environments, video games, etc., will only be accessed in an educational setting. All other uses of such applications during school hours and on school grounds are prohibited. In addition, students should not reveal any personal information on-line, such as a home address, first and last name, personal phone number, or information pertaining to other students, teachers, or staff members, or the school.
- 7.** Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, or obscene material. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- 8.** Although the school employs devices and software to filter Internet content, parents must realize that their children may encounter material on the Internet that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive, including and not exclusive to sites which display pornographic, obscene, prejudicial, or vulgar materials. Students should agree to follow the 2-second rule; 2 seconds to realize they are in the wrong place, 2 seconds to hit back, close or quit, and 2 seconds to alert the technology coordinator or teacher/aide in the room at the time.
- 9.** Laptops owned and used at any Garden County Schools attendance site must be logged on to and be part of the network's domain. Random checks on these devices will be conducted by authorized personnel to determine if the laptop is being used for educational purposes, is clean of viruses and/or corrupted files, and has the domain group policy applied for filtering and firewalls. Personal laptops used at the school must be checked by school administration and/or the technology

coordinator to assure that its Internet connection is filtered through the school's firewall. The school is not liable for damage or theft of students' personal laptops, equipment, or peripherals. All other user agreement policies and regulations apply.

**10.** On-line communication is critical to students' learning of 21<sup>st</sup> Century Skills. Tools such as blogging, forums, e-mail, and podcasting offer authentic, real-world vehicles for student expression. The following expectations follow established Internet safety guidelines: 1) Students using such applications are expected to act safely by keeping all personal information (full name, address, birthday, etc.) off of their posts. 2) Students will not share their user name or password with anyone besides teachers and/or parents. All on-line communication will be treated as extension of classroom spaces. Speech or content that is inappropriate for the classroom is also considered inappropriate in on-line communications.

**11.** Throughout the year, Garden County Schools will post school and student information on the school website. It is the policy of the school to protect the privacy of students and personal information will never be included in conjunction with a student's work or photograph. If you do not want your son or daughter's school accomplishments or projects posted, please contact the school for a permission to publish denial form. If such a form is not on file, the school considers your signature on this user agreement permission to publish.

#### **Enforcement of Policy:**

1. In compliance with the Children's Internet Protection Act, Garden County Schools employ protection measures that block or filter Internet access to sites that are not in accordance with the policy of our schools. In order to ensure the enforcement of the student user agreement, Garden County staff members will monitor students' use of the Internet, through direct supervision and by examining Internet use history.
2. The use of the computer is a privilege, not a right, and inappropriate use may result in the immediate disabling of the student's network account as well as a cancellation of all computer privileges for a time comparable with the nature of the offense. If necessary, the district will cooperate fully with local, state, and federal officials in any investigation concerning or relating to the misuse of the district's electronic communication systems. The district is not liable for an individual's inappropriate or unethical use of the district's electronic communication systems, violation of copyright laws, or other costs incurred by users.
  - Generally, a first offense will result in the revoking of all computer privileges in all classes for a period of 24 hours. The offense will be documented and logged into the student's permanent file.
  - A student's second offense will result in a disabling of the student's account and the immediate revoking of all computer privileges for a period 3 weeks (15 consecutive school days). Documentation of this action will be placed in the student's permanent record with a notification sent to the parents.
  - Third offenses result in the revoking of a student's computer privileges for a period of nine weeks (45 consecutive school days). Parents will be notified and documentation will be place in the student's permanent file. Before the student can resume computer/Internet access and privileges, he/she and his/her parents or guardians must meet with the administration and district technology coordinator, go over the user policy expectations, and sign a new contract.
  - Should a fourth offense, occur, the student's computer privileges will be revoked for the number of days equivalent to a full school year (175 student days).
3. Vandalism of any kind or the intentional modification of network settings and/or programs can result in permanent cancellation of privileges and/or school disciplinary action. The technology coordinator and principal will review each offense and determine the appropriate action. The school also reserves the right to seek financial restitution for any damage caused by a student or other user.
4. The technology coordinator may disallow student access to the network and/or the Internet if requested by a teacher and/or administrator. All requests will be stated in written form, dated, and signed by the person requesting the suspension of privileges.
5. Violations of the Rules and Code of Ethics described above will be dealt with seriously. The loss of computer privileges can result in an unsatisfactory homework, conduct, effort and/or assignment grade.

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***Student and Parental/Guardian signatures in the Student Handbook indicate acceptance of and agreement to comply with the Garden County Schools Acceptable Use Policy. Signed and dated copies are kept on file.***

***Garden County Schools Acceptable Use Policy, Approved by Garden County School Board Members 200\_\_***