**RESPONSIBLE USE POLICY/PROCEDURE**

**STUDENT, EDUCATOR, & STAFF**

**CLAIBORNE COUNTY BOARD OF EDUCATION INTERNET, TECHNOLOGY AND NETWORK**

This policy is established to govern use of school district technologies, including computer networks, connections, resources, Internet, and devices. The policy applies to district technology users on and off campus and all devices that connect to the network. This is not intended to be an all-inclusive list but a clarification of expectations.

**Appropriate Internet, Technology and Network Usage & Social Media Guidelines**

Network etiquette includes but is not limited to the following:

• Do not reveal your own personal information, address, or phone number or those of other students or colleagues.

• Keep your password private.

• Use appropriate language and show consideration and respect for others at all times.

• Be aware of what you post online and how it reflects on your permanent digital footprint. Disagreeing with other’s

opinions can be done with a respectful tone.

• Do not use offensive messages, pictures or suggestive statements.

• Do not use threatening, intimidating, hurtful or harassing communication. Cyberbullying will not be tolerated.

• Users may not use devices to record, transmit or post photos or video of a person or persons on campus. Nor can any

images or video be transmitted or posted at any time without the permission of a teacher or administrator.

• Do not use technology to steal, illegally copy software or resources, or plagiarize the intellectual property of others.

• Cite all quotes, references, and sources and always follow copyright rules and laws.

• Be mindful of the rights of other network users. Do not violate the privacy of other users.

• Do not use the network in any way that would disrupt its operation or that would interfere with another user’s work.

• Do not knowingly or negligently transmit viruses or malware or any other programs that will degrade

or disrupt the network , information, or devices

• Do not use proxies or other resources to circumvent Content Filtering. Disabling, reconfiguring, or circumventing the content filter is a violation of policy. Content Filtering provides protection to the user and device, but the user is responsible for accessing appropriate material online. The district shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.

• Printing is a privilege and should be used for educational purposes only.

• Always think about the social consequences of what you do on the network and its lasting impact.

**Prohibited or illegal activities, including, but not limited to:**

* Sending or displaying offensive messages or pictures
* Using obscene language
* Harassing, insulting, defaming or attacking others
* Damaging computers, computer systems or computer networks
* Hacking or attempting unauthorized access
* Violation of copyright laws
* Trespassing in another's folders, work or files
* Intentional misuse of resources
* Using another's password or other identifier (impersonation)
* Use of the network for commercial purposes
* Buying or selling on the Internet

**Terms of Use**

* Among the vast resources on the Internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of Internet access and may lead to other disciplinary actions. For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy,
* All School Board Policies must be adhered to and include but not limited to:

“3.300” *Equipment and Supplies Management* “4.406” *Use of the Internet*

“4.407” *Web Pages* “5.610” *Staff and Student Relations*

“6.709” *Fees and fines*

* Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
* All apps or downloads must have educational purposes.
* Use of personal 3G, 4G, or other wireless connection is prohibited on school grounds.
* Users are expected to alert school/county administration immediately of any concerns for safety or security.
* District mobile technology will be returned during the final week of school so it can be checked for serviceability.
* If a student, educator, or staff member transfers, is suspended, or a student is sent to the Alternative School, the mobile device must be returned to the instructor/administrator who issued the device.
* Damages or neglect to the mobile technology will cause the Claiborne County Board of Education to charge the student replacement and repair costs(s) based on fair market value.
* The Claiborne County Board of Education reserves the right to repossess any mobile technology at any time if the user does not fully comply with all terms of this agreement.
* Security of the device is the responsibility of the user and must be in a secured location when not in use.
* Additional guidelines may be added or changes may be made during the school year by Administration.

**Care of Devices**

1. Never attempt to repair the device. Under no circumstances are users to attempt to open or tamper with the internal components of the device. All repairs will be handled by the Technology Department.
2. Never attempt to “jailbreak”, hack into, reconfigure or reset the device.
3. Devices should always be in the protective cases.
4. Devices in need of repair must be reported to the instructor who issued you the device.
5. Do not write, draw, paint, place stickers/labels or otherwise deface your device or device case. Remember these devices are the property of Claiborne County Schools.
6. Never put weight on the device –do not stack other items on top of it.
7. Liquids, food, and other debris can damage the device. Do not eat or drink while using the device.
8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Then plug your power cord into your device..
9. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up. A dead battery is not an excuse for late or missing work.
10. 1:1 devices should have a passcode or password for data protection and should be kept private.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lint free cloth.
12. Printing will be on a limited basis as needed for educational purposes.
13. Keep all passwords private. You are responsible for your own accounts.
14. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
15. Sound must be turned down and student-provided headphones or earbuds may be required for some assignments.

**Use of District Mobile Device IF allowed to go home**

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. A dead battery or not bringing the device is not an excuse for late or missing work.
3. Use of the mobile device in other classes is at the discretion of the teacher. Student misuse will be disciplined according to the Cell Phone Policy 6.312 and the school student handbook.
4. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle or outside.
5. DO NOT loan your mobile device to anyone, other students, family members, etc.

**Lost, damaged, or Stolen Devices -** Immediately report to instructor or administrator

1. If Stolen – Attempt to locate device on cloud based location program.
   1. Instructor or administrator must report incident to law enforcement and file report.
   2. Instructor or administrator must immediately report incident to School SRO officer, Technology Supervisor, & Safety Director and provide a copy of the police report.
2. If Lost - Attempt to locate device on cloud based location program.
   1. Physically hunt device in all known locations where user has been.
   2. Instructor or administrator must immediately report incident to School SRO officer and Technology Supervisor and provide a copy of the situation.
   3. Assessment and determination of situation will be made.
   4. Request for cost of replacement will be made to the user.
   5. User will be provided an alternate means by which work can be completed.
3. If Damaged
   1. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
   2. Instructor or administrator must report incident to School SRO officer and Technology Supervisor and provide a copy of the damage assessment.
   3. Assessment and determination of situation will be made.
   4. Request for cost of repair or replacement will be made to the user.
4. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement.

**Technology Agreement**

It is the District’s expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and Internet communications should conform to the school district’s acceptable use policies. Users shall have no expectation of privacy when using district technology. Any email or computer application or information in district technology is subject to monitoring by the staff and/or administration. All mobile technology will be labeled and it can be identified by record of serial number and county label.

**All users are responsible for all expectations as outlined in the**

**Internet, Technology and Network Acceptable Use Policy.**

**Responsible Use Policy Signed Agreement**

**I have read and understood this Responsible Use Policy and agree to abide by it**

**I have read and discussed the Responsible Use Policy with my child/guardian**

**STUDENTS AND EMPLOYEES**

I understand that any violation of the above policies may result in the loss of my network and/or device privileges as well as other disciplinary action. As the parent or legal guardian of the student signing below, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet.

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**Date**

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**School Homeroom or 1st period Teacher**

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**Student/Employee Printed Name Student/Employee Signature**

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**Parent/Guardian Printed Name Parent/Guardian Signature**

**🞏 I have wireless Internet access at home**

**🞏 I DO NOT have wireless Internet access at home**