

# INTERNET, TECHNOLOGY AND NETWORK ACCEPTABLE USE POLICY

Internet access is available to students in the Claiborne County School System. The Internet offers vast, diverse, and unique resources to students. Our goal is to promote educational excellence by facilitating resource sharing, innovation, collaboration and communication in support of our curriculum. Users may participate in distance learning programs, consult with experts, locate materials to meet educational needs, access informational databases, university libraries, and the Library of Congress.

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. Even though ENA has placed a content filtering device on our Internet service, some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only Internet that may be accessed from a District Campus is the Internet that the District provides. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action.

For additional information refer to the School Handbook and/or the Claiborne County Board of Education Procedures and Policy, including 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*.

Users are expected to understand and abide by the acceptable use guidelines set forth by the Claiborne County Board of Education. The Board makes no warranty, expressed or implied, regarding the use of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use of the Internet in violation of these guidelines. There is not reasonable expectation of privacy while using technology.

## **Appropriate Internet, Technology and Network Usage**

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal 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.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening or harassing communication.
- Do not use technology to steal. Do not illegally copy software, use resources without authorization, 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 and abide by the policies and procedures of each network.
- 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.

## **Email**

CCSD uses G Suite for Education and students will be assigned an account that includes mail, Docs, Drive, Calendar, Classroom, and other features to enable students to complete assignments along with AppleIDs for iPad users. These accounts are in compliance with The Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. e-Mail accounts are filtered and monitored.

Email can be a powerful communication tool for students to increase communication and collaboration. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach and will be respectful in their postings and comments.

Google Apps is for school projects. Students using Google Apps for their own purposes are cautioned that the district offers no guarantees to the safety or permanence of ANY data in its Google system. When sharing a document, spreadsheet, presentation, sites, or other file with other users, one agrees to report any violations of school policies or government laws immediately, users are expected to contribute fairly, citing sources whenever necessary.

Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. District employees have the right to monitor all postings and activities in Google Apps.

Access to and use of the student's Google account is considered a privilege. Claiborne County School District maintains the right to terminate the access and use of their Google account when there is reason to believe the violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

#### General Email Guidelines

- Email is to be used for school-related communication.
- Do not send harassing or offensive email or messages
- Do not send spam email or messages containing a virus or other malicious content.
- Do not send or read email or messages at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

#### **Permission to Publish**

Students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and news media. No home address or telephone number will appear on the site. For the purpose of sharing with the community the programs and accomplishments of our schools, students will have the opportunity to have academic, sport, and activity related information posted on the school and district website and possibly in other public forums as deemed appropriate by teacher sponsor.

The Acceptable Use Policy is part of the Student Handbook and by signing the handbook you agree to all included policies.