
POWER UP HANDBOOK

ATHENS CITY SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK



DEVICE PURPOSE, QUALIFICATIONS AND ACCOMMODATIONS

Purpose

The Athens City School District offers students access to a variety of technological resources to complement instruction and to encourage creativity, collaboration and communication. The purpose of the Power Up Program is to expand this access by providing each student with a digital device during an academic year for use at school and, in some grade levels, at home.

Qualifications

A student who is enrolled in Athens Middle or High School qualifies for use of a district-owned mobile device. To maintain use of the device, students must comply with the rules and expectations identified in the Student/Parent Power Up Handbook and the Athens City School District's Internet Safety and Acceptable Use Policy (Board Policy GBC), as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student's qualification for use of a device and its accessories (charging cable, charging adapter, carrying bag).

The legal title to the device and its accessories belongs to the Athens City School District and shall at all times remain as such. The student/parent/guardian's temporary rights of possession and use are limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Student/Parent Power Up Handbook and the Athens City School District Internet Safety and Acceptable Use Policy, as the same exist or are later amended. Because a device is the property of the school district, it is subject to monitoring and content searches at any time. There is no expectation of privacy whatsoever in the use or data stored on a device.

A device issued by the Athens City School District (ACSD) has been assigned a unique identification code, which is indicated by a bar code affixed to a device. This identification code is one method used to track a device; a device will also be tracked electronically. A device and its accessories shall remain the property of ACSD. Students will make a device and its accessories available to ACSD faculty for necessary inspection, physical maintenance, and software maintenance at any time.

Devices and their accessories will be distributed once the student and parent (or guardian) have:

1. Attended ACSD Power Up Orientation;
2. Read, agreed to, and signed the Power Up Technology Policy, the Athens City School District's Internet Safety and Acceptable Use Policy; and
3. Paid the mandatory Device Protection Plan fee.

Special Accommodations

It is the belief of the Athens City School District that every student should be granted equal access to resources provided by the school district. It is not the district's recommendation that a student be restricted access to any learning resources granted to all other students. However, if the student's parent (or legal guardian) believes circumstances call for a student to have restricted access to the use of the mobile device outside of school hours, a written request by the student's parent must be submitted to the school principal or designee. Once the request is approved, arrangements will be made to store the student's laptop at school after school hours. In such cases, devices must be turned in to the school library by 3:15 p.m. each afternoon and picked up in the library before schools begins the following day. Devices not turned in the library by 3:15 p.m. will become the responsibility of the student.

DEVICE CONTENT, FILTERING AND PRIVACY

Content

The Athens City School District will provide the necessary programs and applications needed for course materials and assignments. ACSD may push updates to student devices each time they are logged on to the district's network. Students are not allowed to download unauthorized software programs or add-ons. ACSD does not allow students to alter the integrity of a device. Downloading illegal software to a device may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Internet Filtering

Internet filtering is set to function at any time a student accesses the Internet - both in and out of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the ASCD Internet Safety and Acceptable Use Policy. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Privacy

No right of privacy exists in the use of a device. Files and content downloaded, created, transmitted and stored on a device are not private and shall be subject to inspection, adjustment, removal, and/or deletion by ACSD personnel. To ensure compliance with ACSD board policy, the Power Up Technology Policy and the Internet Safety and Acceptable Use Policy, ACSD personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that the ACSD may be required to disclose information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board of education, as a response to a public records request or as evidence of illegal activity in a criminal investigation. Additionally, any writings that indicate a student might be subject to harming themselves or someone else will be reported to officials and civil authorities. Again, there is no expectation of privacy with respect to the use of a device.

DEVICE RESPONSIBILITIES AND PRECAUTIONS

Responsibilities

- Keep the device and its accessories (charging cable, charging adapter, carrying bag) in a secure, supervised area.
- Bring the device to school or class each day.
- Fully charge the device before arriving to school or class each day.
- Back up data and other important files regularly.
- Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.
- Carry the device in the carrying bag at all times.
- Insert charging cables and USB devices carefully to avoid damage.
- Handle the device with care in the classroom and during transportation.
- Clean the device screen with a soft, nonabrasive, microfiber cleaning cloth.
- Clean the carrying bag with a soft cloth.

Precautions

- Do not clean the device with liquid cleaning products.
- Do not leave the device unattended.
- Safeguard accessories at all times.
- Do not let other students borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the laptop outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub or shower.
- Do not place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place pencils, paper, or other objects in the device or in the device section of the carrying bag.

DEVICE DAMAGE, LOSS AND REPAIRS

In General

By taking possession of a device and its accessories, the student and parent(s) (or legal guardian(s)) agree to assume full responsibility for the safety, security, care, and proper use of a device and its accessories.

A Device Protection Plan is required with respect to the mobile devices, which should assist the student and parent(s) or legal guardian(s) by providing for the replacement and repair of damaged, stolen, or lost devices. However, whether coverage will apply in a particular case will depend on the facts of each individual situation. There will be an amount required to be paid by the student/parent/guardian. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian. The Device Protection Plan is described in more detail on Page 8.

Damage

In case of damage to a device caused by accident, fire, or flood, the student/parent/guardian agrees to assume full responsibility for the damaged device, to the extent that the same is not covered in the Device Protection Plan.

Damage to a device must be reported within 24 hours to the school principal or designee. Not reporting damage or failing to report damage in the timely manner will increase the likelihood that the damage is not covered by the Device Protection Plan, and result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property.

Loss

In a case of complete loss of a device, through liquid damage, theft, loss, or other cause, the student/parent/guardian agrees to pay the replacement cost for a device as identified by the school district, to the extent that the same is not covered by the Device Protection Plan. This may result, for example, in responsibility for the full replacement cost or the claim fee. In the case of a loss or theft occurring on school grounds, the student/parent/guardian must report the incident to the principal or designee on the day of the occurrence. In the case of loss or theft occurring away from school grounds, the student/parent/guardian must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school principal or designee within one school day of the occurrence.

Failing to report loss or theft in the manner described here will increase the likelihood that the loss will not be covered by the Device Protection Plan, and in a financial obligation for the student/parent/guardian for the full responsibility for the loss of the laptop and the corresponding financial obligation for the replacement costs of the lost property. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian (the amount, for example, of any deductible or replacement cost) with respect to any complete loss.

Once a copy of the report of loss has been given to the school system and the student pays the claim fee and/or the amount determined by the school system, the student will be issued another device.

In order for a device to be replaced due to theft, all procedures mentioned above must be adhered to and the claim fee must be paid under the school Device Protection Plan policy.

A student/parent/guardian is responsible for cost of replacement of a lost device if the loss of the property is not reported as stated herein, or a device is lost as the result of handling, storing, or using in a manner not in compliance with the "Device Responsibility" section.

Loss or Damage to Accessories

A student/parent/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, carrying bag) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which the Athens City School District purchases replacement accessories from 3rd party vendors.

Damages or Loss Caused by Bad Acts

Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system, altering the physical device and the removal of the Athens City School District provided identification code. This may include the suspension or termination of the student's ability to use a device and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child's destructive acts against school property or persons (Alabama Code - Section 16-1-24).

Repairs only by School District

Although students/parents/guardians are responsible for the costs of any repairs to a mobile device (to the extent that the protection plan does not apply), the Athens City School District is responsible for arranging for the performance of any and all repairs to a mobile device. Students and parents (or legal guardians) may not and should never attempt to repair a device themselves or through any party other than the school district.

DEVICE RETURN

Return

Devices and their accessories will be returned during the final week of school unless otherwise instructed by school officials. If a student withdraws or is expelled from the Athens City School District, a device will be returned at that time.

Failure to Return

A student failing to return a device and/or its accessories at the end of the year or before his or her departure from the Athens City School District may be subject to criminal prosecution or civil liability. The student's parents (or legal guardians) may also be subject to liability. School records may be held until the issue is resolved and a theft report will be filed with the local authorities if an Athens City School District owned device and accessories are not returned.

DEVICE PROTECTION PLAN

Mandatory Device Protection Plan Fee to be Paid by Student/Parent/Guardian*

Non-Refundable Per School Year Fee		
Regular Fee	\$50	
Free/Reduced Lunch Fee	\$25	Applies to students currently qualified for free/reduced lunches
Multiple Child Fee	\$40	Applies to parents/guardians with multiple children enrolled in Athens Middle or Athens High who do not qualify for free/reduced lunches.

*Payment plans may be established if needed **prior** to receipt of the device. Parents should contact the school office regarding this process. These fees are required per academic year.

Claims

In addition to the Device Protection Plan fee, if a device is damaged or lost, the student/parent/guardian owes an additional fee per claim. This fee can range from \$50 to the full replacement cost of the device.

Device damage and loss are described in more detail on pages 5-6.

Damage Claim	
Damage caused by accident, fire, flood, or other cause.	
Claim 1	\$50.00 per year
Claim 2	\$100.00 per year
Claim 3+	Subject to disciplinary action and cost of device repair or replacement.

Claim Fees*

Loss Claim	
Complete loss of the device caused by liquid damage, theft , loss or other cause.	
Claim 1	\$500.00
Claim 2+	Only one claim is allowed during enrollment in the school district. If a loss claim is filed more than once during enrollment in the school district, the student is responsible for full replacement costs. Failure to pay the replacement costs may result in criminal charges and disciplinary action.

*Alabama Code - Section 16-1-24. (2) All discipline plans of school systems shall include, but not be limited to, all of the following: a. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.

Effective Coverage Date and Expiration

Effective coverage date begins the day the student receives a device each school year. Expiration coverage date is the date a device is returned to the school at the end of each school year. If a student withdraws or is expelled from the Athens City Schools, the Device Protection Plan becomes null and void on the date of withdrawal or expulsion.

Coverage Exclusions

- **Dishonest, Fraudulent, Intentional, Negligent, or Criminal Acts:** Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act. Willful and deliberate damages to a device will cause the Athens City School District to charge the student/parent/guardian the full cost of the replacement or repairs of a device. Such cases may be turned over to the Athens City Police Department.
- **Failure to carry a device in the carrying bag:** Coverage is not provided if damage or loss occurs as a result of not carrying a device in the bag provided.
- **Altering the Operating System:** Coverage is not provided if the operating system is altered.
- **Charger:** The Device Protection Plan does not cover the charging cable and charging adapter. Students are responsible for replacing these items with if they are lost, stolen or damaged with an identical manufacturer product.
- **Carrying Bag:** The Device Protection Plan does not cover the carrying bag. Students are responsible for the cost of replacing the carrying bag if it is lost, stolen or damaged.

PARENT/STUDENT POWER UP DEVICE AGREEMENT

2017-2018 School Year

To maintain use of an Athens City School District mobile technology device, students must comply with the rules and expectations identified in the Student/Parent Power Up Handbook and the Athens City School District’s Internet Safety and Acceptable Use Policy (Board Policy GBC), as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student’s qualification for use of a device and its accessories. Each student and parent/guardian is asked to read this handbook carefully. The parent/guardian and the student should initial next to each statement that follows, and sign at the bottom of this document.

The following items reiterate some of the most important points covered in the Power Up Handbook.	Student Initial	Parent Initial
I understand that the legal title to the device belongs to the Athens City School District and shall at all times remain as such.		
I understand and agree to abide by the rules and regulations of the District Internet Safety and Acceptable Use Policy and guidelines outlined in the Power Up Handbook. Failure to abide may result in disciplinary action and suspension or loss of privileges to use the device.		
I understand that by taking possession of the device, I agree to assume full financial responsibility for the safety, security, care, and proper use of the device, including its accessories.		
I understand that I must report all device damages, theft or loss within the timely manner stated in the Parent/Student Power Up Handbook.		
I understand that the device and its accessories should remain in a secure, supervised area as a reasonable precaution against damage, theft or loss.		
I understand that, unless instructed otherwise by a teacher, all students must have their device with them, fully charged, each day for class.		
I understand that if, in the opinion of the building administrator, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent/guardian.		
I understand that the user assumes responsibility for information assessed on the device and ACSD personnel shall monitor all files, communications, and online activities of individuals who access the device.		
I understand that a student failing to return the device and/or its accessories at the end of the year or before his or her departure from ACSD, may be subject to criminal prosecution or civil liability.		
I understand that the Athens City School District is not responsible for inappropriate materials accessed using this device.		
I understand that the student, his parents (or legal guardians), or any other person using this device has no expectation of privacy whatsoever as to any content on the device.		

Signatures: (Please sign, print, and date)

I, _____(print student name) have read and agree to all of the guidelines contained within the Power Up Handbook and the Athens City School District Internet Safety and Acceptable Use Policy, as the same now exist or as they may be later amended by the school district.

Sign student name

Date

I, _____(print parent/guardian name) have read and agree to all of the guidelines contained within the Power Up Handbook and the Athens City School District Internet Safety and Acceptable Use Policy, as the same now exist or as they may be later amended by the school district.

Sign parent (guardian) name

Date

FOR OFFICE USE ONLY

Device SN

Device Asset #

Student Internet Safety & Acceptable Use of Computer Technology
(Grades 5-12)

I. General

The Athens City School System is pleased to offer students access to a networked computer environment that provides access to a variety of instructional software and to the Internet. In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Access to technology resources is a privilege, not a right and may be revoked if abused. Access entails responsibility.

The following pages describe the provisions of the student agreement regarding computer network and Internet use. Students violating these rules will lose computer privileges and/or receive punishment as defined in the *School Code of Conduct*. Misuse of the school system's technology will subject students to revoked computer usage, monetary charges to repair damaged equipment, detention, suspension, and/or expulsion. Violation of civil and/or criminal law relating to technology and its use can result in criminal prosecution and civil liability.

II. Access

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict student speech while using the network. Students should expect no privacy in the contents of personal files or record of web research activities on the network. The school system reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any information transmitted or received in connection with such usage. If a user is believed to be in violation of any of the technology guidelines, a system administrator may review communications and provide documentation related to any violation. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the Internet.

- A. The use of all Athens City School District's technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- B. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for use.
- C. Individuals identified as a real or suspected security risk will be denied access.
- D. Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.
- E. Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- F. Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, iTouch/iPods/iPads, cameras or other eDevices, etc. used on school grounds are subject to all rules covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration. The use of personal devices during school hours, using school network access, is subject

to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.

- G. The district technology director, and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

III. Internet Use

The Internet is a global network made up of many smaller contributing networks connecting millions of users throughout the world. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources to enhance educational experiences. In compliance with the Children’s Internet Protection Act that was signed into law December 21, 2000, the Athens City School System has established several measures to help protect Internet users.

Although the Athens City School System provides a reputable Internet blocking system in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for families to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet and the schools’ technology resources.

- A. The intent of the Athens City School District is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- D. Internet activity can and will be monitored, along with other aspects of technology usage.
- E. Successful or unsuccessful attempts to bypass the Internet filters by using proxies or other resources are a violation of this policy.

IV. Electronic Mail

Electronic mail access is intended to support only educational, instructional, and administrative functions. Students are not allowed to use instructional time and school resources to check personal email accounts via the Internet. The school system cannot guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via electronic mail.

V. Web Publishing

School web sites are limited to usage associated with activities of the school district. The web site(s) cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

- A. Student pictures or other personally identifiable information can be used in accordance with the signed Athens City Schools Publication Agreement and in accordance with FERPA guidelines.
- B. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing on the *Technology Resource Agreement* form. Full names may only be used in

reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

- C. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

The school system's web sites are publications designed to inform students, parents, and the community about school activities.

- A. The term "web site(s)" includes the web pages that are an integral part of the site as well as the web sites and/or pages to which a link has been provided within a school system site or page. Only schools, departments, activities, and teachers of the Athens City School System will have web pages sponsored by and linked together under the Athens City School's homepage. The Athens City School System takes no responsibility for sites that may unknowingly link to school-sponsored web pages.
- B. Material (including but not limited to text, graphics, photographs, artwork, audio, video, etc.) generated by or using the resources of a school, a school-sponsored activity, or the school system may only be shown on a web site or page with the approval of the technology coordinator, principal and/or superintendent.
- C. The provisions of the Family Educational Rights and Privacy Act, 20 U.S. C. 1232g will be observed regarding the inclusion of student and family data on web sites.
- D. Many teachers post assignments on websites. Although this is an excellent instructional tool, there are times when the Internet may not be available. Lack of Internet access does not relieve the student of the responsibility of complying with classroom instructions from the teacher or contacting the teacher or school to obtain current instructions, assignments, or other guidance.
- E. Students attempting to or found to have tampered with web site content or operation, without authorization, shall be considered to have committed a Class III offense punishable as provided in the *Student Code of Conduct*.

VI. Data Security

- A. Students are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Students should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the school district cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Students are responsible for their individual network accounts and must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Athens City School District. Individuals must take all reasonable precautions to prevent any such unauthorized usage shall be reported immediately to the local school principal and/or the district technology director.
- D. Students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures. Students should not go looking for security problems, as this will be construed as an illegal attempt to gain access.

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- E. Students should not attempt to log into the network using any network account and/or password other than the login(s) for which they were assigned. Students may not allow someone to use their network account and/or password to access the network, email, specific software packages, or the Internet.
 - F. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered.
 - G. Students are expected to maintain and back up their critical files and data. To maintain effective network performance, data stored on the servers will be deleted on a regular basis.

VII. Privacy

To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the technology director, local school administrators, and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.

- A. Students should not have any expectation that their use of technology resources, including files stored by them on the school network, will be private and will be secure from access by others.
- B. Because communications on the Internet are public in nature, students should be careful to maintain appropriate and responsible communications.
- C. Athens City School District cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- D. Students should not store personal and/or private information on the district and/or schools technology resources.

VIII. Rules and Uses

The following rules and policies govern the use of the Athens City School System's technology resources.

A. Personal Safety and Personal Privacy

Students are prohibited from posting personal information such as name, address, telephone number, etc. on the Internet. This information should not be provided to an individual, organization, or company, including web sites that solicit personal information. Students should never meet with a person they have met only online. Students are encouraged to promptly disclose to a teacher, counselor, or principal any message received that are inappropriate. Students must not use school computers and resources to participate in Internet chat rooms that are not related to instruction. Entry into chat rooms during school hours must be pre-approved by teachers.

B. Illegal Activities

Students will not use the school's technology resources to engage in any illegal act. In the event there is a claim that this policy has been violated, students will be provided due process rights and will be subject to criminal prosecution and civil liability.

C. Inappropriate Communication and Cyberbullying

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language; will not post information that could cause damage or a danger of disruption; will not engage in personal attacks, including prejudicial or discriminatory attacks and will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. In addition, students will not knowingly or recklessly post false or defamatory information about a person or organization. Cyberbullying and harassment behavior is governed by Athens City School Board Policy JNA – Anti-Harassment Policy.

D. Respecting Resource Limits

Students will use the data system only for educational activities and must not download large files unless approved by the school's computer lab manager/teacher. If it is necessary to download a large file, students should download the file during a time when the system is not being heavily used and must remove the file from the system as soon as it is used for the required educational activity. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

E. Plagiarism

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

F. Care of Equipment

Students must take care to protect the school system's equipment from damage and will follow all rules established by the school in regards to use of the equipment. Students are prohibited from installing software on school equipment. Students can be held financially responsible for any and all harm to the system's equipment and/or network as a result of misuse and/or intentional damage.

G. Inappropriate Access to Material

Students will not use the school's technology resources to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). Inappropriate information mistakenly accessed should be immediately reported to a teacher.

It is the obligation and intent of the Athens City School System to comply with the copyright laws of the United States – including those pertaining to computer software and peer-to-peer file sharing. Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. Students unsure whether or not the work can be used should request permission from the copyright owner.

A. As cited in Board Policy IFBGB, all copyright laws and license agreements between the vendor and the school system shall be observed.

B. Students are not authorized to make copies of any software owned by the Athens City School System without the knowledge and permission of the System Technology Coordinator. In addition, students are prohibited from using school equipment to make illegal copies of personal software or to download copyrighted materials. Illegal, unauthorized, or unlicensed copies of software or files must not be used on school system equipment and will be removed if identified.

IX. Disciplinary Actions

Routine maintenance and monitoring of the network may lead to discovery that students have violated school policies or the law. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. In the event there is a claim that a student has violated any of these policies, they will be provided due process rights and will be subject to criminal prosecution and civil liability. In addition, students will be subject to punishment as defined in the *School Code of Conduct*.

X. Limitation of Liability

The Athens City School System expressly denies all warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The school district shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By using the school system's technology resources, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Athens City School Board, the Athens City School System, and all of their administrators, teachers, agents, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. By using the school system's technology resources, the user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school board in the event of the board's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

Student Internet Safety & Acceptable Use of Computer Technology (Revised 05/2013)