STUDENT INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY

Student Internet use in the elementary schools is highly supervised and elementary students pose very little risk to network security; however, the policies outlined below are designed to protect the safety of your child as well as the school system. Therefore, please review these policies and discuss them with your child in a manner they will understand. If you have questions about any of these policies, please discuss them with your child's teacher.

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 your 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.

lI. Access

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict your 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

The Athens City Schools' 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 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 to the school principal. 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. Users 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. Users 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. 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.

E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her 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. Users are expected to maintain and backup 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. Users should not have any expectation that their use of technology resources, including files stored by them on the Athens City Schools' network, will be private and will be secure from access by others.

B. Because communications on the Internet are public in nature, all users 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. Users 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

You are prohibited from posting personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Never meet or agree to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable. Under no conditions should you provide your password to another person.

You 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.

A. Illegal Activities

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

A. Inappropriate Communication and Cyberbullying

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You 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.

A. **Respecting Resource Limits**

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

A. **Plagiarism**

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

A. Care of Equipment

You will 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. You are prohibited from installing software on school equipment. You and your parents 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.

A. **Inappropriate Access to Material**

You 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). If you mistakenly access inappropriate information, you should immediately tell your teacher. Your parents should instruct you if there is additional material they think it would be inappropriate for you to access. The school system fully expects that you will follow your parent's instructions in this matter.

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. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

1. As cited in Board Policy IFBGB, all copyright laws and license agreements between the vendor and the school system shall be observed.
2. You 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, you 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 you 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 you have violated any of these policies, you will be provided due process rights and will be subject to criminal prosecution and civil liability. In addition, you 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. It 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 signing this Policy, 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. 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.

POWER UP STUDENT HANDBOOK

The PowerUP student handbook includes the guidelines and policies specific to students in the PowerUP program. Guidelines included in the PowerUP handbook supplement, not replace, the Internet Safety and Acceptable Use Policy.

EAGLE APPS

Eagle Apps powered by Google Apps for Education provides all students with access to a Google Education Account and to more than 30 GB of storage space to store school related electronic data files, an online calendar, and a variety of other collaboration tools.

Students will be encouraged to use Eagle Apps as their "digital locker" for the storage of their school related electronic files. Students will receive a unique username and password to this system during the first few days of school.

Below are just a few of the advantages of this service:

- An electronically appropriate, advertisement free, filtered e-mail address for students accessible from any Internet connected device or computer (grades 3-12).
- Web-based access from anywhere in the world to Google Docs, a word processing program similar to Microsoft Office for the storage, preparing and sharing a variety of document types.
- Access to shareable online calendar to help students plan their time, organize assignments and meet project deadlines.
- Teachers and students can easily collaborate through the Eagle Apps platform in a paperless environment.

These services are provided to students as a privilege and every student is expected to use the system ethically, responsibly, and in accordance of the Acceptable Use Policy located in the student handbook.

We are hopeful that the suite of products available to students at Athens City Schools will enhance the way that students create, communicate, collaborate and store electronic files and media. Please visit: http://www.google.com/enterprise/apps/education/ for more information, online training and support materials.

STUDENT ASSESSMENT PROGRAM

USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

It is the desire of the Athens City School System that each student and their parent(s) and/or guardian(s) receive a copy of the Student Internet Safety & Acceptable Use of Computer Technology.   Please take a few minutes to read the Student Internet Safety & Acceptable Use of Computer Technology policy, which can be found on our website at www.athensrenaissance.org, or request a printed a copy. You are encouraged to ask any questions. You may contact our school office for additional assistance or information.

Please complete and return this form to:

Athens Renaissance School
405 East South St.
Athens, AL 35611

I and my parent/guardian have read the rules and regulations set forth in the Student Internet Safety & Acceptable Use of Computer Technology and agree to comply with the terms.

Student Name:_____ **Grade:** _____

Student Signature: _____

I have read, understand and agree that my child or ward will comply with the terms of the Athens City Schools Student Internet Safety & Acceptable Use of Computer Technology.

Parent/Guardian Signature: _____

Date:_____