

Technology

Internet Safety Procedures

The Boaz City School System may make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Boaz City School System to continue to make its computer network and Internet access available, all students and personnel must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Boaz City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Each student and their parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year. This agreement is kept on file at each school. **Failure to sign the agreement will disallow the student's privilege to access the system's network and the Internet and would also prevent students from engaging in any technology-related class or enrichment.**

Internet Safety

In an effort to promote and ensure students' safety while accessing the Boaz City School System's technology resources, the following guidelines shall be followed:

- A. **General Warning: Individual Responsibility of Parents and Users:** All users and their parents/guardians are advised that access to the electronic network may include potential access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and the Internet and stay away from these sites. Parents and teachers of minors are the best guides to assisting with appropriateness of materials. If a student finds that others are visiting offensive or harmful sites, he or she must report such use to the person designated by the school.
- B. **Personal Safety:** Be safe. In using the computer network and the Internet, never reveal personal information such as home address or telephone number. Students should never use their real last name or any other information that might allow a person to locate them without first obtaining permission of the supervising teacher or parent. Students should never arrange a face-to-face meeting with anyone whom they "meet" on the computer network or the Internet without first obtaining the permission of their parents/guardians. Regardless of the student's age, the student should never agree to meet a person with whom they have only communicated with on the Internet in a secluded place or private setting.
- C. **"Hacking" or Other Illegal Activity:** It is a violation of this policy to use the school system's computer network or the Internet to gain unauthorized access into other computers or computer systems, or to attempt to gain such unauthorized access. Any such use violates state and federal law relating to copyright, trade secrets, and the distribution of obscene or pornographic materials. Use which violates any other applicable law or municipal ordinance is strictly prohibited.
- D. **Confidentiality of Student Information:** Personal identifiable information concerning students may not be disclosed in any way on the Internet without prior permission of a parent/guardian or, if the student is 18 or older, the prior permission of himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. At no time should a picture of a student be posted on a school-related web site with an identifying name. All student pictures posted to school-related web sites must have the prior permission

of parents/guardians before they are posted. Permission to use a student's picture on a school-related web site should be kept on file at each school.

- E. **Active Restriction Measures:** The Boaz City School System shall use filtering software and other means to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The Boaz City School System routinely monitors the online activities of students and staff through direct observation and/or technological means to insure that students and staff are not accessing such depictions or any other inappropriate materials.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with the approval of the Technology Coordinator as necessary for the purposes of bona fide research or other educational projects being conducted by students age 17 or younger.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]) as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Additional restrictions may be put in place to ensure reliable internet access and appropriate performance. These restrictions may be temporary or permanent depending on circumstances.

Privacy

Network and Internet access is provided as a tool for the students' and staff's educational purposes. The Boaz City 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 and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the Boaz City School System and no user shall have any expectation of privacy regarding such materials.

BCSS may utilize automated or staffed 3rd party system to monitor student communications for inappropriate, unsafe, or other communications. Any such system will abide by any applicable state or federal laws regarding privacy and data protection.

Social Media

Students should manage their reputation online by posting responsibly. Boaz City Schools works to provide all students with access to an education that prepares them to succeed in college and careers. Part of being a successful citizen is being responsible for digital communication. Although, it is important to recognize that access to information can result in tremendous advantages, it can also create new responsibilities of which students should be aware.

Digital Communication and Social Media Expectations for Students:

1. Students should manage their reputation online by posting responsibly.
2. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.
3. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
9. All students' emails are scanned by Boaz City Schools' filters. If an email contains inappropriate or questionable language, videos, or pictures, threats of cyberbullying, or any other inappropriate content, disciplinary action and/or parental involvement will take place.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Cyberbullying will be taken seriously. Sending offensive texts or emails, posting statements that are not true, creating rumors of someone else, or circulating embarrassing or offensive photos of a classmate constitute cyberbullying. If a student is being cyberbullied or know someone that is, the action should be reported to a parent, school staff member, or another trusted adult. Avoid responding to, retaliating to, or forwarding any harassing, intimidating, or bullying content. Remove, "defriend," and block people that send inappropriate content. Students should manage their reputation online by posting responsibly.

Failure to Follow Procedures

The use of the Boaz City School System's computer network and the Internet is a privilege, not a right. Any user who violates these procedures shall at the minimum have his or her access to the computer network and the Internet terminated, which the school system may refuse to reinstate. A user violates these procedures by his or her action or by failing to report any violations by other users that may come to the attention of the user. Further, a user violates these procedures if he or she permits another user to use his or her account or password to access the computer network or the Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The Boaz City School System makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under these procedures. 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 parents/guardians arising out of the user's use of the computer networks or the Internet under these procedures. By signing the Acceptable Use Agreement at the beginning of each school year, users are taking full responsibility for his or her use. In addition, the user takes full responsibility for his/her activities. If over age 18, he/she agrees, or if under 18, the parents/or guardians are agreeing to indemnify and hold the school; the school system, the Data Acquisition Site that provides the computer and Internet access opportunity to the Boaz City School System; and all of the administrators, teachers, and staff harmless from any or all loss, costs, claims, or damages resulting from the user's access to the computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user's parents/or guardians agree to cooperate with the school and/or school system in the event of the school initiating an investigation of a users use or his/her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the Boaz City School System's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new and additional registration and account information or to sign a new acceptable use procedure, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new procedure must be signed if the user wishes to continue to receive related services.

Student Technology Acceptable Use Procedures

The Boaz City School System provides technology to support teaching, enhance learning, and improve productivity. All Boaz City Schools' students are required to comply with the provisions herein. The use of technology in the Boaz City School System is a privilege, not a right. Students are responsible for their conduct when using Boaz City School System technology. Staff must supervise student use of technology at all times.

Technology Use

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in the Boaz City School System's *Student Handbook* at the start of each school year. Students in Grades 5 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of these procedures. Students may not log in under a generic or shared password unless there is an extenuating circumstance.

The professional staff will enforce these procedures. Students who have not returned the appropriately signed Acceptable Use section included in the Boaz City School System's *Student Handbook* will not use the Boaz City School System's technology.

Internet Use

The Internet contains a rich collection of educational resources, which can enrich and extend instruction. Because it is an unregulated worldwide medium that is always growing and changing, it is the responsibility of Boaz City School System employees to ensure that students can make use of this resource safely and responsibly.

Boaz City School System uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA) in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored. Use of any technology (such as a VPN, hotspot, etc.) or technique to circumvent the district's filter or monitor is a violation of acceptable use and will be subject to disciplinary action.

Each student must take responsibility for his or her actions online. Any attempt to do the following is unacceptable:

- visit inappropriate web content,
- stream television or movies unless related to course content,
- download files with or to Boaz City School System equipment,
- upload files to a site not approved by the Boaz City Schools, or
- communicate with anyone in an inappropriate, harassing or threatening manner will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

Google Services

Boaz City School System utilizes the Google G-Suite for Education for many of its services that include (but are not limited to) Email, Calendar, Documents, Presentations, Learning Management, etc. Google provides some services that require additional parental permissions. By signing the Acceptable Use Agreement, parents grant permission to Boaz City School System to enable these services in accordance with Google's usage agreements and as appropriate to both the age and learning goals of the students.

ACCEPTABLE USE AGREEMENT

Grade Pre-K through Grade 2

Boaz City School System believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services available to students and teachers offer a multitude of learning tools and global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following items constitute our agreement about the use of technology in the schools of the Boaz City School System.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use the computer carefully.
2. I promise to only work on the programs and web pages that my teacher tells me to use.
3. I promise to ask for help if I don't know what to do.
4. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
5. I promise never to give my name, picture, address, phone number, or the name of my school out on the Internet.
6. I promise never to use the computer to be hurtful to others.
7. I promise to print only when my teacher tells me to.
8. I promise to only use my own file or my own folder.
9. I understand that if I break any of my promises, I might not be able to use the computer.

Violations may result in a loss of access as well as disciplinary or legal actions

To use the technology resources of the Boaz City School System, all students must sign and return this form, and those under the age of 18 must obtain parental permission.

ACCEPTABLE USE AGREEMENT Grade 3 through Grade 12

The Boaz City School System (hereafter BCSS) recognizes that access to technology in schools gives students greater opportunities to learn, engage, communicate, and develop skills will prepare them for work, life, and citizenship. We are committed to help students develop 21st Century technology and communication skills. Our goal is to provide technology tools that allow teachers and students the opportunity to assist with learning, share resources, be innovative and communicate with others. To this end, we provide access to technologies for student and staff use.

The use of school system resources and the Internet is a privilege, not a right, for all students. Access to the system's resources and the Internet may be taken away at any time if one or more of the proper procedures are not followed. Parents/Guardians may be held financially responsible for any damages that occur to system resources.

The items listed below are a summary of general things that need to guide the use of technology resources in the school system.

1. The use of BCSS resources is intended for educational purposes.
2. BCSS personnel have the right to review any material sent, emailed, accessed, or stored through BCSS technology or an BCSS provided network account.
3. Use of the Internet will be monitored/filtered, as required by federal regulations such as Children's Internet protection Act (CIPA).
4. BCSS personnel can remove any material that it believes to be unlawful, obscene, harassing, or otherwise objectionable.
5. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
6. BCSS makes every effort to protect students from inappropriate material on the Internet, but no system is foolproof. BCSS will not be held accountable for any harm or damages that result from the use of BCSS technologies. User of BCSS resources are expected to notify a teacher, administrator or IT staff immediately of any concerns for safety and/or security
7. BCSS will not be responsible for financial obligations arising through unauthorized use of the technology resources.
8. Parents/Guardians can be held financially responsible for any harm that may result from intentional misuse of BCSS technology resources.
9. BCSS accepts no liability for student-owned technology resources used on BCSS property.
10. BCSS administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all points listed. In the event that a violation of the Acceptable Use Policy the student will be given the opportunity to be heard in the same manner as other disciplinary actions at the school.

Violations may result in a loss of access as well as disciplinary or legal actions

To use the technology resources of the Boaz City School System, all students must sign and return this form, and those under the age of 18 must obtain parental permission.

STUDENT USER AGREEMENT:

As a user of the Boaz City School System’s technology resources, I agree to comply with the statements and expectations stated in the Acceptable Use document and outlined above and to honor all relevant laws and restrictions. *(Check one or both boxes and sign)*

_____ agree to use the network responsibly within the guidelines listed

_____ grant permission to have my work/pictures published to the World Wide Web

Signature

Date

PARENT/GUARDIAN PERMISSION:

All students are provided with access to Boaz City Schools’ technology resources. In addition to accessing the technology resources, as the legal parent/guardian, I grant permission for the above student to: (Check one or both boxes and sign)

_____ access the Internet, e-mail, and additional Google Services

_____ have their work/pictures published to the World Wide Web without identifying personal information

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations of the Acceptable Use document. I understand that some material on the Internet may be objectionable and that even though the Boaz City School System will take all measures possible to filter objectionable content, it is my responsibility for providing guidance for Internet use – setting standards for my son/ daughter to follow when selecting, sharing, or exploring information and media.

Signature

Date

Student Name

Teacher

Grade