

ACCEPTABLE USE OF CLAYTON COUNTY PUBLIC SCHOOLS' DIGITAL RESOURCES

I acknowledge as the signee of this document that the privilege to responsibly use Clayton County Public Schools (CCPS) internal network (connection to the Internet and Wi-Fi) and its other digital resources is extended to me. I am responsible for good behavior and character online in the same manner expected in school buildings. Should problems or questions arise, I agree to seek help. If I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines and consequences may include temporary or permanent revocation of my privileges to use CCPS digital resources. I further agree to abide by any additional rules and regulations governing the use of digital resources put forth by CCPS including those outlined in the Student Code of Conduct.

Digital Resources These policies exist to promote the positive, responsible, and ethical use of digital resources by students to enhance their learning experience. Digital resources include but are not limited to computers, laptops, tablets, MP3 players, e-Readers, student response systems, cameras, interactive panels, installed instructional software, web-hosted instructional applications, CCPS district Internet access, and CCPS district Wi-Fi. Responsible and acceptable use is defined by the following guidelines.

Student Accounts Students of CCPS are assigned their own unique accounts to log into the CCPS Portal and access various instructional applications. Students are responsible for maintaining and managing their accounts. Students should never share their credentials with others. School network account usernames and passwords are confidential information of the user and must not be shared with others. It is a violation for students to give passwords to another student for any reason. It is a violation to use another student's credentials for any reason. Students are responsible for the content accessed, uploaded, downloaded, posted, shared, and transmitted on any device through their account. While accounts are assigned to students, the accounts are the property of CCPS. All network traffic is traceable. See the Digital Citizenship section for information on protecting student account information. The CCPS Portal is a self-service portal. Students are responsible for claiming and managing their account. Students are responsible for resetting their own passwords.

Network Resources (Internet, Wi-Fi) Information gathered via the Internet shall be related to educational purposes for enhancing the teaching program and student achievement, provide support for instructional and curricular goals, and assist students in the attainment of skills necessary to continue their development as lifelong learners in a technologically advanced world. Information accessed, shared, posted, maintained, and stored shall be for educational purposes only. Furthermore, users of the CCPS network do not have an expectation of privacy and CCPS will and without prior notice monitor and review network traffic. Users of the CCPS network will not access or transmit in any way content that would be considered damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, unlawful, or harassing.

Extending Learning Beyond the Classroom (ELBC) Students must adhere to the following when using CCPS devices and the CCPS network at all times.

Device Care and Responsibility ELBC devices provided by Clayton County Public Schools are for academic purposes only. Students should take great care when using these devices and never cause deliberate damage. Students are responsible for any device assigned to them by teachers or

other school personnel. Abuses or accidental damages to CCPS devices should be reported to teachers or school personnel immediately. Students found damaging school provided devices may lose access to them permanently. Additionally, parents or guardians are financially responsible for damages if students lose, deface, or otherwise destroy CCPS devices.

ALWAYS

- Respect and uphold copyright laws (See Digital Citizenship).
- Care for devices as if you paid for them.
- Always use appropriate academic language. Always inform the teacher or other school authority of any inappropriate language/behavior observed.
- Use extreme care when using touch screen devices.
- Access only sites based on the directives of the teacher or other school personnel. All others are prohibited.
- Return devices to the proper storage area when not in use, if applicable (classroom carts).
- Understand that communication and transmission of information is trackable and traceable to the user.
- Use devices for district or educational purposes only. The devices are CCPS property and are subject to inspection at any time and without prior notice. All users will comply as requested.

NEVER

- Never use inappropriate, obscene, profane, threatening, or disrespectful language on CCPS network resources or devices.
- Never publish content without approval by appropriate school personnel.
- Never participate on message boards or in chat rooms without teacher supervision or direction.
- Never deliberately access inappropriate content. All traffic is monitored.
- Never access social media sites without appropriate approval.
- Cyberbullying is strictly prohibited.
- Never access CCPS network, data, or devices without proper authorization.
- Never eat or drink while using CCPS devices.
- Do not needlessly touch the screen or monitor.
- Do not access shareware. This is prohibited.
- Never attempt to bypass security and content filters.
- Never download or install software without approval from the Department of Technology.

- Charge ELBC devices at home. A fully charged Chromebook will last throughout the school day.
- Leave the ELBC charger at home.
- Only log into your ELBC device.

- Never alter or deface the asset tags or identifying stickers in any way. Never affix anything to the devices.
- Never attempt to remove or change the physical structure of the computer or case. This includes keys, screen cover, and plastic casing.
- Students should never use another student's ELBC device.

Digital Citizenship Digital citizenship is the norm for appropriate, responsible technology use. CCPS expects students to conduct themselves responsibly and develop safe practices when using digital resources at school AND at home. Important elements of digital citizenship include but are not limited to the following guidelines: A digital footprint is permanent. Think before you hit send or post. Once content is posted, it can never be permanently deleted. Anyone who views it can download or save it. Inappropriate posts may prevent you from acquiring a job or attending the college of your choice. Never post pictures or texts that you may later regret. Be

respectful in all electronic communications. Everything you post can be traced back to you. Never use digital resources to project anger to anyone. This type of behavior, while using CCPS digital resources, may result in the revocation of access to these resources.

Communicating with strangers online is dangerous. Never give out personal information online (your name, address, contact information, social security number, etc.). Never agree to meet someone you have met online. Always tell a parent, guardian, or teacher if anyone ever makes you feel uncomfortable online. Copyright infringement is unethical and illegal. Infringement occurs when an individual reproduces a work that is protected by copyright without permission from the creator. If you are unsure whether use of material is permitted, request permission from the copyright owner or seek guidance from school personnel. Never copy or paste from the Internet without properly citing the source. Users should always protect their accounts. Never share your CCPS account information with friends. Never try to use another student's account information. Never leave a computer logged in with your account information. Never write down your account information where others may see it. You are responsible for the content accessed or transmitted using your account information. The CCPS Instructional Technology team has developed electronic tutorials in which all students are expected to participate. These tutorials can be accessed on the district's website. Parents are encouraged to view the tutorials and have discussions with students about conduct in a digital environment—early and often. Additionally, students will have opportunities to utilize the tutorials at school.

Infinite Campus Parent Portal Guide Clayton County Public Schools understands that parental access to information is a critical link in guiding and supporting students. The Infinite Campus Parent Portal is designed to help you stay up-to-date with your child's assignments, activities, and academic progress. In this secure site, information about your child is just a click away. You can view assignment details, track attendance, and print report cards. Teachers, counselors, and staff publish information as it is available providing parents immediate access to student performance. You can log onto the Infinite Campus Parent Portal to view your child's information from anywhere Internet access is available. Schools post announcements, important notices, and meetings onto the portal allowing busy families to schedule, plan, and stay informed. How it Works The Campus Parent Portal is designed specifically for parents. The portal utilizes enhanced features including a responsive design optimized for use on computers, mobile devices, and tablets. Upon registration, your account will remain active while your child maintains enrollment within the district. Access to the Infinite Campus Portal Instructions for acquiring your username and password login credentials are provided on the CCPS website: <https://www.clayton.k12.ga.us/> Select: Parents, Infinite Campus Overview, and then Log on to Infinite Campus for Parents to access the portal. Parent Portal direct access: <https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp> Security Features The Infinite Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view. Parents and guardians have access only to the links provided. This access is dependent upon the information provided to the school regarding parent and guardian rights, living arrangements, etc. provided to the school during registration. By default, the system will automatically end any user session that has been dormant for sixty minutes. Five unsuccessful login attempts will disable the portal account. To

access the portal again, parents must contact the school to have the account reactivated. Additional security settings include an access log that monitors successful logins.

Account Access Procedures The first time you attempt to access the Parent Portal, you must retrieve your Activation Key to create a username and password. The Activation Key is only needed the first time you access the portal to create your username and password.

From the Portal Login page, select the “Click Here” link next to the text, if you do not have an Activation Key. This option is only used when a username and password are created. Enter the requested information and select the Activate Your Parent Portal Account. Now create your username and password.

The Activation Screen will display. This is where you enter the Activation Key you received in the previous step. For more information about the Infinite Campus Parent Portal, please view the guide at https://www.clayton.k12.ga.us/parents/infinite_campus_overview/