



RICHLAND ONE

Acceptable Use Policy of Information Systems (Policy IJNDB-R) STATEMENT OF INTENT

Richland County School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs, and home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices.

E-mail accounts are available to students in grades PreK-12, unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB and its Administrative Rule fully outline the district's intent, expectations, users' responsibilities, and penalties regarding the network and its associated components.

Compliance with this policy is mandatory and includes access and use of the district information system and all peripheral devices for printing, storing, archiving, and duplicating information regardless of location.

Use of the system carries a limited privacy expectation for all activities and files by all users. Parents/Guardians have the right at any time to request in writing to see the contents of their child's e-mail and stored files.

Be aware that personal files are discoverable under the State of South Carolina's Freedom of Information Act (FOIA). Richland One has the right to place restrictions on the material accessed or posted through the system.

Access to and use of the district system is provided as a privilege, not a right. All violations of the Acceptable Use Policy and its associated Administrative Rule will be investigated and will result in one or more of the following consequences:

- Limiting, suspending, or canceling use and access to the system
- Applying penalties in accordance with the Student Code of Conduct
- Levying fines and payments for damages, repairs, and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion



DISCLAIMER OF LIABILITY

The district makes no warranties of any kind, either expressed or implied, that the functions of the services provided by or through the district system will be error-free or without defect. The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

ACCEPTABLE USES

Student e-mail is limited to use for educational purposes. The term "educational purpose" includes classroom activities, career development, completing applications to colleges and universities, and other high-quality discovery activities as determined by the school district. Non-classroom activities, such as using e-mail to communicate with prospective colleges or universities, will at no time take precedence over classwork. You are encouraged, where possible, to download large files during off-peak hours. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota. Be aware that e-mail may be deleted by system administrators at any time. Your right to free speech, as set forth in the Student Code of Conduct applies also to using e-mail and any other form of online communication. This student e-mail system is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech.

You will immediately notify a teacher or the system administrator if you have identified a possible security problem.

PROHIBITED USES

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided may be subjected to disciplinary action for Level III offenses (3.19 and 3.20-outlined in the Richland One Student Code of Conduct. Specific prohibitions include:

- Using e-mail account for commercial purposes or political activities.
- Using e-mail for personal use.
- Posting personal contact information about yourself or other people (name, address, telephone, address).
- Agreeing to meet with someone you have met online without parent's/guardian's approval.
- Not promptly disclosing to your teacher or other school officials any message received that is inappropriate.
- Attempting to gain unauthorized access to the system or performing unauthorized functions.
- Accessing another person's files.
- Deliberately attempting to disrupt the information system, destroying data, or spreading viruses.



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- Engaging in other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person in an intentional or joking manner, or coercion.
- Sharing account information, IDs and passwords with others.
- Downloading or running executable files attached to e-mail or using portable data storage devices which contain viruses or in any other way knowingly spreading computer viruses.
- Using inappropriate language in public and private messages, stored files and materials on web pages Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols.
- Posting information that could damage or cause a disruption to the school system.
- Engaging in personal attacks or harassing another person.
- Knowingly or recklessly posting false or defamatory information about another person or Organization.
- Accessing or sharing material that is profane, obscene, pornographic, or sexually explicit, that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature).
- Reposting a message that was sent to you privately without the author's permission or other activity of the information system that causes a disruption.

REQUIRED TRAINING

Teachers for students in grades PreK-2 are required to review the [2024-2025 Student Acceptable Technology Use and Gavin's Law Elementary PowerPoint](#) with students.

Students in grades 3-5 are required to review the [2024-2025 Student Acceptable Technology Use and Gavin's Law Elementary PowerPoint](#) individually.

Students in grades 6-12 are required to review the [2024-2025 Student Acceptable Technology Use and Gavin's Law Middle and High PowerPoint](#) individually.