



## **Guntersville City Schools Technology Use Procedure**

### **Purpose:**

The purpose of the Guntersville City Schools (GCS) Technology Use Policy is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students. Technology provides expanded educational opportunities through resource sharing, innovation, and communication.

### **Child Internet Protection Act/Neighborhood Child Internet Protection Policy:**

#### **CIPA:**

In accordance with CIPA guidelines, Guntersville City Schools has implemented a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” and/or “harmful to minors.”

#### **NCIPA:**

Guntersville City Schools also comply with the NCIPA provisions:

- “the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications” (i.e. instant messaging, social media, etc.)
- “unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online”
- “measures designed to restrict minors’ access to material harmful to minors”

### **Applicability:**

This policy applies to each member of the Guntersville City School System—whether at educational institutions or elsewhere—and refers to all information sources, whether individually controlled or shared, stand-alone, or networked. The Guntersville City Board of Education shall remain the final authority on the use of the Internet/Network and issuance of user accounts.

Technology policies will be reviewed annually. Students will be trained on these policies as it relates to CIPA and NCIPA. Parents will be responsible for reviewing policies and signing the agreement thereof.

**Privileges and Rights:**

The use of technology is a privilege, not a right. If a student is using a personally owned electronic device on school grounds, it is subject to the Technology Use Policy. Software will be used to block access to inappropriate materials, and students must be taught responsible use of technology. While using technology, students and staff must conduct themselves in a responsible, ethical, and polite manner. All users have certain privileges and rights. Users of technology must be aware that Guntersville City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

These rights include:

***Privacy***—If a user is believed to be in violation of the guidelines, a system administrator may review communications, data files, and any other electronic media to maintain system integrity and to ensure that students/staff are using the system responsibly. Students and staff should not have any reasonable expectations of privacy. Information and data contained on school-owned equipment and/or cloud services, even if it is password protected, is subject to review. Guntersville City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

***Safety***—Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

***Intellectual Freedom***—Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

***Inappropriate Materials or Language***—Profane, abusive, or impolite language (cyberbullying, sexting) should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior.

***Equal Access***—All users will be granted equal access to technology unless disciplinary measures have been taken. No single user should monopolize the workstations.

**Data Security:**

All employees 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. Please refer to the Guntersville Data Governance Policy for further details.

**Elementary School Students:**

With parental permission, students in grades K-5 may be granted an individual Internet/Network account. Teachers are obligated to directly supervise student use of technology.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).

**Secondary School Students:**

With parental permission, students in grades 6-12 may be granted an individual Internet/Network account.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).



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**Students:**

A student will be granted an Internet/Network account after reading and agreeing to following the Technology Use Policy. Each GCS student will be required to have a signed copy of the TUP/Copyright Application on file. The student will be responsible for the use of the account and for the confidentiality of the password.

**Training:** Training programs will be provided for students.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty and Staff:**

A faculty or staff member will be granted an Internet/Network account when he/she reads and agrees to follow the Technology Use Policy. Each GCS employee will be required to have on file a signed copy of the TUP/Copyright Application. The employee will be responsible for the use of the account and for the confidentiality of the password.

**Training:** Training programs will be provided for staff.

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_