



Treutlen County Public School System Acceptable Use Policy



Internet Acceptable Use Policy

The Treutlen County School System, also referred to as the TCS in this document, in conjunction with its Internet service providers, provides Internet access to its faculty, staff, and students for the purposes of academic disciplines. Our goal in providing this service is to integrate its resources into the curriculum and promote educational excellence. In recognizing the excellent and ubiquitous tool that the Internet provides to the users in the Treutlen County School System, the Systems Administrators, faculty, and Administration recognize that some resources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, and, therefore, requires each user of the Internet to subscribe to the following terms and conditions for use. In an effort to provide a safe environment for all users of the TCS network and Internet, TCS has deployed an Internet filter that will block or filter access to inappropriate information and material on the Internet. It should not be assumed that users are entirely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. The signatories at the end of this document must realize that this document is legally binding and the terms and conditions should be carefully and fully understood.

The Systems Administrators reserve the right to modify any term or condition with appropriate notification to the users of the system. The Systems Administrators reserve the right, at their sole discretion, to suspend or terminate the user's access to and use of the Internet upon any breach of Terms and Conditions by the user. Use of TCS technology, Internet, and network resources is contingent upon compliance with state and federal laws, district regulations, and the user terms and conditions outlined in this document. Violations may result in a loss of some or all privileges. Specific disciplinary actions involving student misuse will be determined at the school level in accordance with TCS policies.

Terms and Conditions

Personal Responsibility:

Any user of TCS technology will accept personal responsibility for the appropriate use of all resources. The use of the Internet and the supporting software is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. TCS provides its students and authorized employees access and use of its technology consistent with the district's vision and strategic goals. Therefore, TCS and its System Administrators reserve the right to monitor, access, and disclose the contents of any user's files, activities, or communications to any appropriate authority, including law enforcement. Attempts to log on as a Systems Administrator will cancel user privileges. Users are not allowed to use others' email accounts or passwords. Any user identified using or sharing this information will lose their privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as other services provided via the TCS network system. The Systems Administrators will deem appropriate use, and their decision is final. Also, the Systems Administrators may close any account anytime, as required, without notice. The School administration, faculty, and staff may request the Systems Administrators to deny, revoke, or suspend specific users, with no appeal process. The Systems Administrators reserve the right to set quotas for storage usage on any system. Any member who exceeds their quota will be

advised to delete files to return to compliance. No software may be uploaded to the software libraries of the computer stations in school without prior permission from the Systems Administrators. Copyrighted material must not be placed on any computer in the Treutlen County School System unless an original copy or appropriate license is maintained at the school site.

Acceptable use of the Internet

TCS maintains certain expectations for students and employees concerning Internet and TCS Network usage. They include but are not limited to the following:

1. Do not violate any state or/or federal laws (i.e. copyright laws)
2. Do not violate TCS policies or Georgia BOE policies.
3. Do not reveal personal information such as addresses or phone numbers.
4. Do not indicate, suggest, view, or transmit any racist, sexist, or pornographic material.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not make solicitations or purchases of a personal nature.
7. Do not conduct commercial, for-profit activities.
8. Do not transmit any copyrighted material, trade secrets, threatening and/or obscene material.
9. Note that Electronic Mail (E-mail) is not guaranteed private. Data, including personal letters, E-mail, bank account info, etc., stored on school computers is considered public information.
10. Do not use the network in a way that would disrupt the use of the network by other users (e.g., Using up Bandwidth).
11. Do not use of school district technological resources for amusement or entertainment.

In addition, the following conduct is prohibited: accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, or demanding of another person's gender, race, or ethnicity.

Social Media Procedures

The district recognizes online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction or accessed on student-issued devices as stated in SB 351. No school-issued device may be used to download or access foreign social media apps, as stated in SB 93. The district may use publicly available social media to fulfill its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee. Parents/Guardians may contact the building administration if they have questions regarding the social media policy.

Privacy

Never give your full name, home address, phone number, or other personal information on the Internet or any other information service. Never give out this type of information to any other person. Never use anyone else's name, password, or account.

Internet Filtering

TCS uses an advanced content filtering solution to help protect users from inappropriate web content and ensure that TCS complies with CIPA rules and SB 351. The filtering software uses an extensive URL database that is classified into categories for efficient policy enforcement and helps monitor real-time threats against malware and other exploits. It is prohibited to use personally owned equipment, such as, but not limited to, smart cards, wireless cards, cellular hotspots, etc., to bypass the filtered internet provided by TCS.

TCS administrators have the authority to set forth rules pertaining to student possession and use of such devices at school or school-owned property. Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-990, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to the Treutlen County School System technology resources and further disciplinary actions as defined by existing Treutlen County School System policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

Google Apps for Education

TCS is a member institute of the Google Apps for Education program for faculty and students. With these initiatives, all elementary through high school Treutlen County students are enrolled in these programs, including third-party applications, which provide students and teachers with access to online tools such as digital storage, word processing, and a collaborative email system for classes. The overall goals of these programs are to provide digital educational resources that appropriately serve the students throughout their tenure in Treutlen County Schools. TCS provides these email and storage accounts; as a result, all students' accounts and all employees' accounts can be monitored by the school system administrators. By agreeing to the terms in this document, you agree that Treutlen County School will create/maintain a Google Workspace for Education account for my child and that Google will collect, use, and disclose information about my child only for academic purposes.

Security

Security is the highest priority on all networks. If you identify a security problem, notify a school administrator, Systems Administrator, or faculty member immediately. Never demonstrate a security flaw to other users, as this may compromise the integrity of the network. Do not attempt to bypass filters or monitoring software. Attempting to bypass the filters and monitoring software may result in losing privileges.

Vandalism

Causing damage to any equipment or the data of another person or agency, including uploading, creating, or distributing a computer virus, WILL result in the loss of ALL technology privileges, disciplinary action, and legal referral. A user of TCS technology is liable for up to and not exceeding the amount of monetary damages as determined by Georgia State Law for damage to technology equipment. This includes malicious damage to equipment or data, introduction of viruses or modifications to system settings, or any other acts that make the equipment inefficient or inoperable.

Liability

As the Systems Administrator, the Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it provides. The Treutlen County School System will not be responsible for any damages suffered while on this system. These damages include data loss, misdeliveries, service interruptions, and/or exposure to offensive or threatening material. The Treutlen County School System specifically denies any responsibility for accurate information obtained through these services. Security for privately owned portable electronic devices is the sole responsibility of individual owners. Neither TCS, nor its staff or employees is liable for any device stolen or damaged, either physically or operationally, on school premises.

Digital Citizenship

Our school curriculum will integrate comprehensive digital citizenship lessons, utilizing state-provided resources, to ensure students develop responsible and safe technology usage habits. These lessons will address critical areas such as online safety, ethical digital behavior, and the impact of social media, empowering students to navigate the digital world effectively. This implementation will help to fulfill the requirements of SB 351 regarding the promotion of responsible digital citizenship and the safe and appropriate use of technology.

Treutlen County School System

Acceptable Use Procedure (AUP) Agreement Form

STUDENT

I understand and will abide by all of the provisions and conditions of this contract. I understand that any violations may result in disciplinary and/or legal actions. I also agree to immediately report any misuse of technology resources or information services to a school administrator.

STUDENT NAME (please print) _____

STUDENT SIGNATURE _____

DATE _____

PARENT/GUARDIAN

Students under the age of eighteen MUST have the signature of their parent/guardian below. As the parent/guardian of this student, I have read and understand that the Treutlen County School System is providing advanced technology resources and Internet information services for educational purposes. I understand that reasonable precautions will be taken, but that complete prevention of access to offensive material may not be possible. I will not hold Treutlen County Schools responsible for materials on the Internet.

PARENT/GUARDIAN (please print): _____

PARENT/GUARDIAN SIGNATURE: _____

DATE _____

FACULTY & STAFF

I understand and will abide by all of the provisions and conditions of this contract. I understand that violations may result in disciplinary and/or legal actions. I also agree to immediately report any misuse of technology resources or information services to a school administrator.

FACULTY NAME (please print) _____

FACULTY SIGNATURE _____

DATE _____