

Tate County School District Computer Acceptable Use Policy

INTERNET USE BY STUDENTS

APPROPRIATE STUDENT USE

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is **not** guaranteed.

Additionally, use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

[NOTE: The following statement should be incorporated verbatim in any adopted Internet Access Agreement]

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students.

User accounts and passwords are to be kept confidential. Any student identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. For the purpose of these procedures, vandalism is defined as any malicious attempt to harm or destroy school/district equipment or materials, data or another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Telephone Charges

The school, district nor the school board assumes any responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges, and/or equipment or line costs.

USING COPYRIGHTED MATERIAL

It is the intent of this school board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some "fair use" provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of Tate County Schools that copyrighted materials, whether print or nonprint, will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

FAIR USE

Congress has identified four criteria to be balanced in considering questions of "fair use":

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on potential market for or value of the copyrighted work.

EMPLOYEE LIABILITY FOR VIOLATION

In an effort to discourage violation of the copyright law and to prevent such illegal activities...

- All employees will be advised of this policy; and
- Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

NOTE: For sample forms and regulations for use with copyrighted works, contact MSBA.

LEGAL REF.: Title 17 of the U.S. Code (Copyright Law)

INTERNET ETIQUETTE

Students are expected to abide by generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not use abusive language in any form in any communication.
2. Use appropriate language at all times. Do not swear or use vulgar, offensive language, or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of other students or staff.
4. Recognize that electronic mail (E-Mail) is not private. People who operate the computer system have access to all mail. Messages relating to or in support of illegal activity may be reported to school and police authorities.
5. Do not use the network in any way that would disrupt its use by others.
6. Consider all communications and information made available on the Internet to be private property protected by copyright and other applicable laws.

TECHNOLOGY AND INSTRUCTION / ELECTRONIC INFORMATION RESOURCES

The Internet is a computer network of networks used by educators and others to gather and share information. When used to educate and inform, the Internet can be an effective, efficient classroom tool to promote student learning. Students should use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate additional educational resources.

This board believes that Library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district.

Administrative guidelines for student exploration and use of electronic information resources shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of networks, and conditions of usage. In developing such guidelines, the administration will strive to preserve student rights to examine and use information to meet the educational goals and objectives of this school district.

The guidelines shall include language affirming that:

- X Students have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
- X Students are responsible for the ethical and educational use of their own Internet

accounts.

X Students have a responsibility to respect the privacy of other Internet users.

Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

CHILDREN’S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the Tate County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Tate County Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of [Pub. L. No. 106-554 and 47 USC 254(h)]; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors’ access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.
3. Provide age-appropriate training for minors who use the Tate County School District Internet facilities. The training provided will be designed to promote the Tate County School District’s commitment to:
 - a. The standards and acceptable use of Internet services as set forth in the Tate county School District’s Internet Acceptable Use Policies.
 - b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while accessing online, social networking websites, and in chat rooms; and
 - iii. cyber bullying awareness and response.
 - c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District’s acceptable use policies.

DEFINITIONS

Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

- c. obscene, as that term is defined in section 1460 of title 18, United States Code;
- d. child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- e. harmful to minors.

Harmful to minors means any picture, image, graphic image file, or other visual depiction that:

- f. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- g. 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 a lewd exhibition of the genitals; and
- h. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

School boards receiving E-Rate discounts must comply with CIPA in order to continue receiving the discount. The certification should be made by submitting a modified FCC Form 486 (Receipt of Service Confirmation Form) which can be obtained at: www.sl.universalservice.org.

NOTE: CIPA resources are available online at the following sites:
www.ifea.net/cipa
www.nsba.org

LEGAL REF.: Children's Internet Protection Act of 2000
[Pub. L. No. 106-554 and 47 USC 254(h)]

INTERNET ADMINISTRATIVE PROCEDURES

This school district will enforce the following administrative procedures. The specific examples of prohibited uses by students stated herein are illustrations only and not intended to be an all inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary action and/or appropriate legal action.

Terms and Conditions

Access to the school/district's Internet is provided for educational purposes and research consistent with the school/district's educational mission and goals.

Parents shall be required to read and sign the Internet Network Access Agreement allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures for Internet Use By Students and understand the consequences for violating said administrative procedures.

Privileges

Students in grades _____ may be granted an account for up to one (1) academic year at a time. Students will receive account numbers and passwords which should be changed frequently.

Use of the school/district's Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent, or designee(s) shall make all decisions regarding whether or not a student has violated these procedures, and may deny, revoke, or suspend access at any time.

Unacceptable Use

The student is responsible for all his/her actions and activities involving the Internet. Examples of prohibited conduct include:

1. Accessing materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually oriented
 - Threatening
 - Contrary to the school/district policy on harassment
 - Harassing
 - Illegal

2. Sending or posting materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually oriented
 - Threatening
 - Contrary to the school/district policy on harassment
 - Harassing
 - Illegal

3. Using the Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State of Mississippi regulation.

4. Copying or downloading copyrighted material on any system connected to the school or district system hardware/software without the owner's permission. Only the owner/s or individual/s specifically authorized by the owner/s may copy or download copyrighted material to the system.
5. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies and administrative procedures.
6. Failing to comply with resource quotas or disk usage quotas (memory) as set by the superintendent, principal, or designee/s or other identified staff. A student who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her file removed by the superintendent, principal, or designee/s or other identified staff.
7. Using the Internet for private financial or commercial gain.
8. Wastefully using resources.
9. Utilizing any software having the purpose of damaging the school/district system or other user's system.
10. Gaining unauthorized access to resources or entities.
11. Invading the privacy of individuals.
12. Using another student's account or password.
13. Posting material authorized or created by another person without his/her consent.
14. Posting anonymous messages.
15. Using the Internet for commercial or private advertising.
16. Forging of electronic mail (e-mail) messages.
17. Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
18. Using the network while access privileges are suspended or revoked.
19. Using the network in a manner inconsistent with the directions from teachers and other staff and generally accepted network etiquette.

Staff Supervision

Staff members should become familiar with these procedures and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of the board policy on Internet Use By Students and/or these procedures, they should correct the student and address the matter in accordance with these procedures and general disciplinary policies and procedures.

Compensation

The student and/or the student's parent(s) / legal guardian(s) shall be responsible for compensating the school/district for any losses, cost, or damages incurred by the school/district relating to or arising out of any student violation of these procedures.

Security

Network security is high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the student must immediately notify the principal or designee or other identified staff. The student must not demonstrate the problem to other students.

INTERNET NETWORK ACCESS AGREEMENT (Staff/Employee)

I accept the responsibility to abide by this school district's board-approved policy on Internet Network Access and by procedures as stated below in this Agreement. I understand that the use of the Internet and access to it is for educational and instructional purposes ONLY. I agree:

- X To use the Internet network for appropriate educational and/or work purposes, research, and instruction;
- X To be considerate of other users on the network and to use appropriate language for the school environment;
- X I will not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- X To report immediately any security problems or breeches of these responsibilities to appropriate staff;
- X To comply with all rules and expectations included in the policies listed above; and,
- X. To not communicate inappropriately with minors through social networking sites or other online portals; and,
- X To not divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school/district Internet network(s), and I consent to the monitoring of my communications over the Internet by school/district staff.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in disciplinary action.

Name _____ School _____
(Please Print)

Home Address _____

Employee Signature _____ Date _____

INTERNET NETWORK ACCESS AGREEMENT (Student)

I accept the responsibility to abide by this school district's board-approved policy on Internet Network Access and by procedures as stated below in this Agreement. I understand that the use of the Internet and access to it is a privilege and not a right. I agree:

- X To use the Internet network for appropriate educational purposes and research;
- X To use the Internet network only with permission of designated school staff;
- X To be considerate of other users on the network and to use appropriate language for the school environment;
- X It is not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- X To report immediately any security problems or breeches of these responsibilities to appropriate staff;
- X To comply with all rules and expectations included in the policies included under Internet Use By Students and with administrative procedures and guidelines; and,
- X To not divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school/district Internet network(s), and I consent to the monitoring of my communications over the Internet by school/district staff.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of Internet access and possible disciplinary action.

Name _____ School _____
(Please Print)

Home Address _____

Student Signature _____ Date _____

NOTE: This form to be used in conjunction with the Internet Parental Consent Agreement.

INTERNET PARENTAL CONSENT AGREEMENT

IMPORTANT NOTICE TO PARENTS

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

As a parent/guardian of this student, I have read the board-adopted policies on Internet Use By Students, the administrative procedures, and the Internet Network Access Agreement.

- X I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.

- X I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.

- X I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.

- X I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.

- X I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

Parent/Guardian Name(s) _____
(Please Print)

Parent/Guardian Signature(s) _____

NOTE: This form to be used in conjunction with the student's Internet Network Access Agreement.