



Authorization for Electronic Network Access and Acceptable Use Policy

Introduction

The School District of Newberry County (herein referred to as the district or SDNC) recognizes that access to technology in school elevates teaching and learning and gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or prohibited behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is/are legally binding and indicates any party who signed has read the terms and conditions carefully and understands their significance.

Technologies Covered

The district may provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the district will attempt to provide access to them. The policies outlined in this document are intended to cover all available school technologies, not just those specifically listed, and shall also cover the use of personally-owned devices on the school campus.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in the procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this authorization, and otherwise follow this authorization.

Staff members shall supervise students while students are using internet access to ensure that the students abide by the terms and conditions for internet access contained in this Authorization. The school and district shall endeavor to provide information to students about appropriate online behavior, including interacting with other individuals on social networking websites and internet forums, and cyberbullying awareness and response. Students are ultimately responsible for making good decisions about their use of technology resources. Guidelines for safe internet use can be found on the District website (www.newberry.k12.sc.us) and at www.common sense media.com

The district’s internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act (CIPA) and as determined by the district. (Note: The filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent of the time.)

Terms and Conditions

1. **Acceptable Use** - Access to the district's electronic networks should primarily be for the purpose of education, research or communication, and it should be consistent with the educational goals of the district.
2. **Privileges** - The use of the district's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator or school administrators will make all decisions regarding whether or not a user has this authorization and may deny, revoke, or suspend access at any time.
3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Do not reveal personal information, including the addresses or telephone numbers, of students.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information (SDNC documents, memos, etc.) accessible via the network to be District property. Email correspondence to/from the School District of Newberry County is considered public information and is subject to release under the South Carolina Freedom of Information Act or pursuant to subpoena.
4. **Unacceptable Use** - Users are responsible for their own actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:
 - Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
 - Using the network or devices for commercial or private advertising;
 - Using the network or devices for private financial or commercial gain;
 - Unauthorized downloading of software;
 - Hacking or gaining unauthorized access to files, resources, or entities;
 - Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - Using the internet and district resources in any way that would disrupt its use by others;
 - Using another user's account or password;
 - Intentional posting of material authored or created by another;
 - Intentionally posting anonymous messages and/or misrepresenting one's own identity to others; excluding surveys and/or discussion boards set by teachers.
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - Capturing, recording, or transmitting the words and/or images of any student, staff member, or other person in the school without express prior notice and explicit consent;

- Using the network while access privileges are suspended or revoked;
 - Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy, including the use of a VPN (or similar) to bypass the district proxy;
 - Repeated off topic or off-task use of technology during class time.
 - No device may be used to record, store, or transmit any type of image, sound, or video, without the explicit permission of the teacher or school administrator.
5. Unauthorized Access – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.
6. Security - Network security is a high priority. If you can identify a security problem on the internet, you must notify SDNC Technology Department or a school administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the internet as a system administrator may result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. Vandalism - Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network component or device. This includes, but is not limited to, the uploading or creation of computer viruses.
8. Copyright & Copyright Web Publishing Rules - SDNC Copyright guidelines can be found in the 1 to1 handbook on the district website.
9. Use of Electronic Mail - The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the district network.
- Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - Electronic messages transmitted via the district's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the district.
 - Users should exercise caution when opening an email from an unknown sender. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message authenticity and the nature of the file transmitted.
 - Use of the district's electronic mail system constitutes consent to these regulations.

In compliance with the Federal Rules of Civil Procedure sections 16, 24, 34 and 37, the School District of Newberry reserves the right to archive, monitor and/or review all use of its e-mail system. Users should not expect the right to privacy in any electronic message created, transmitted or received on the district's e-mail system. All e-mails transmitted on the district's email system are property of the School District of Newberry.

10. Personal Electronic Devices

- All personal electronic devices are subject to the same policies and procedures established for the use of district owned equipment. Each classroom teacher will choose when mobile devices can be used within his/her classroom. The use of a personal or any other electronic device will be at the discretion of the teacher and school administration.
- Students and Staff members should connect personal devices to the appropriate network: NCSD guest
- The device is to be used during class with the express permission and under direct supervision of the classroom teacher
- The owner takes full responsibility of his/her personal device. All devices are brought to school at the owner's risk.
- No device may be used to record, store, or transmit any type of image, sound, or video, without the explicit permission of the teacher or school administrator.
- The district reserves the right to confiscate or inspect a student's personal electronic device if there is reason to believe that it was used to violate policies, administrative procedures, or school rules. Devices may be confiscated at any time if guidelines are not followed. Return of the device is contingent on the outcome of a meeting with the student and parents.
- Employees should not access confidential student information from personal devices.

Violation of Policies

The district reserves the right to monitor and track the use of Network Services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use may result in cancellation of those privileges and possibly other disciplinary or legal actions including suspension, expulsion, or criminal prosecution. In compliance with the Children's Internet Protection Act (CIPA), the district filters all content for users connected to the internet. Acceptable use of technology is at the discretion of the school administration.

Search and Seizure/Due Process

System users do not have a privacy expectation in the contents of their personal files on the district system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the district's AUP. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities.

Educational Accounts

The School District of Newberry County, in accordance with federal and state law, will use student and staff information to create user accounts and/or set up individual profiles on behalf of a student (and/or their family) or staff member. The purpose of these accounts is to provide educational resources for students and staff.

Video Surveillance Cameras

For security purposes, the district has installed video surveillance cameras on our campuses.

Student and Parent/Guardian Technology/Device Agreement

Student Agreement:

In order to receive and utilize a network account or a device/accessories on the district network, the student must agree to the following:

- If allowed to take the device home, I will bring my issued device to school EVERY day that I am in attendance.
- I will use the device primarily for educational purposes
- I will charge the battery for the device daily and will NOT loan out the device or any of its accessories to other individuals.
- I will transport the device in a safe manner and keep the device off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the device since they may cause damage to the device.
- I will not disassemble any part of my issued device or attempt any repairs.
- I will not deface the issued device or its accessories in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing, or marring any surface of the device.
- I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures, are prohibited.
- I understand that my device is subject to inspection at any time without notice and remains the property of the district.
- I will not use personal email accounts on district devices.
- I will follow the expectations outlined in the SDNC 1:1 Handbook, the Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook. As such, I am subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a device and its accessories on the district network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the device and accessories if loss or damage is deemed negligent or deliberate.
- I will be responsible for monitoring my child's use of the internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the appropriate authorities.
- I agree to immediately return the device and accessories in good working condition upon request.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

**Student and Parent/Guardian
Technology/Device Agreement**

By signing the Student and Parent Technology & device Agreement, the student and parent agree to the conditions outlined in the *Authorization for Electronic Network Access and Acceptable Use Policy* for the School District of Newberry County.

School Name: _____

Student Name (Print): _____ Grade Level: _____

Student Signature: _____ Date: __/__/__

Parent/Guardian Name (print): _____

Parent/Guardian Name Signature: _____ Date: __/__/__

THIS SIGNATURE SHEET MUST BE SIGNED AND RETURNED TO THE SCHOOL

School District of Newberry County

Employee Technology/Device Agreement

Employee:

In order to receive and utilize a network account, district technology and its accessories on the district network, the employee must agree to the following:

- I understand that district-owned devices (including but not limited to iPads, laptops, devices, etc.) are to be used primarily for educational purposes. These devices should not be kept/stored off district grounds for extended periods of time. I am responsible for keeping backups of my files by saving them to an online drive (Google or Office 365) or flash drive.
- I will not disassemble any part of my district-issued devices or attempt any repairs.
- I will not take my devices to a 3rd party for repair, unless instructed by the Director of Technology.
- I understand that district-owned devices are subject to inspection at any time, without notice, and remain property of the district.
- I will not deface the issued devices or their accessories in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marring any surface of the devices.
- I understand that obscene language/materials, including music, screensavers, backdrops, documents, and/or pictures are prohibited.
- I will not share my account passwords or store my passwords in accessible areas such as a desk, under a keyboard or mouse, etc.
- I will not use personal devices to access student personally identifiable information.
- I will lock or sign-out of any device when leaving it unattended.
- I will not store any network passwords in my browser or applications.
- I will **change** my network password every 90 days as required by the District.
- I understand that the district reserves the right to filter district devices off-site.
- I will only connect my personal devices to the NCSD guest wireless network. I understand that these devices may be monitored during their connection.
- I will keep a pin code or password on any device (mobile or stationary) which has access to my school email or student data (Google Drive, PowerSchool, etc.).
- I understand that the technology department will not provide support for my personal devices. This includes personal printers, computers, cell phones, and devices purchased with funds allocated by the state for teacher supplies, etc.
- I understand that I may access technology resources at any time which is not disruptive to the instructional process and which does not interfere with the performance of my primary job-related responsibilities.
- I understand that the district uses an internet-filtering software that tracks employee use (i.e. length of time, sites visited, etc.) during the course of the school day.
- I understand that it is my responsibility to use technology resources respectfully and responsibly. Therefore, I understand that these resources are for work use and any personal use of the internet or devices will be limited the same as personal phone calls and emails. My personal internet use is never a priority over work matters or job responsibilities. I will not spend excessive time on personal use of these resources.
- I will accept and follow the expectations outlined in the Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct.

School District of Newberry County
Employee Technology/Device Agreement

By signing the Employee Technology Agreement, the employee agrees to the conditions outlined in the *Employee Technology Agreement and the Authorization for Electronic Network Access and Acceptable Use Policy* for the School District of Newberry County.

School Name: _____

Employee Name (Print): _____ Date: __/__/__

Employee Signature: _____

***Signature page must signed and returned to your school administrator or supervisor.