

4.29 SSD—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

The Searcy School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Searcy School District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Searcy School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Searcy School District adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Searcy School District-owned equipment or through Searcy School District-affiliated organizations.

Searcy School District Rights and Responsibilities

It is the policy of the Searcy School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Searcy School District recognizes its legal and ethical obligation to protect the well-being of students in its charge.

To this end, Searcy School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Searcy School District-owned equipment and, specifically, to exclude those who do not abide by the Searcy School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Searcy School District reserves the right to restrict online destinations that could be harmful to minors through software, including content filters, or other means and to impose time restrictions on the use of the internet and computers.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms and cyber bullying awareness and response.
2. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Searcy School District.

3. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the electronic media provided by the Searcy School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Searcy School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Mailing list subscriptions may be monitored, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Web-based tools will be treated as a classroom space. Speech that is inappropriate for class is not appropriate on web based tools.
7. Web-based assignments will be treated like any other assignment in school. Students are expected to abide by policies and procedures in the Student Handbook.
8. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
9. From time to time, the Searcy School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about yourself or another person, including home address and phone number is strictly prohibited.
2. The district network and computers should not be used for commercial or for-profit purposes.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Searcy School District computers is prohibited
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the

integrity of the local area network is prohibited.

11. The Searcy School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Searcy School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Searcy School District.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) must have prior approval by the system administrator.

Disclaimer

1. The Searcy School District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Searcy School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Searcy School District makes no warranties (expressed or implied) with respect to: the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Searcy School District reserves the right to change its policies and rules at any time.
6. Violations of this policy will result in loss of computer use and/or internet privileges as well as possible disciplinary and/or legal actions. Student disciplinary action includes, but is not limited to, suspension and/or expulsion from school. Repeat offenders shall be subject to stiffer penalties.

Google Workspace for Education - Parent Permission Form

Searcy School District is actively integrating educational technology tools into the curriculum through GoogleWorkspace for Education. These tools will help our students as we work together to achieve academic success. Google Workspace for Education is a web service that may be utilized on any computer or device with Internet access. The education version of Google Apps provides a self-contained, ad free, and filtered environment for students and staff to create, edit, collaborate and share information with each other as well as, when appropriate, publish some resources publicly.

The features and options available will be based on grade level, student awareness, requirements for coursework, and formal permission from parents/guardians.

Searcy School District will create a school Google account (@searcyschools.org) for all students K-12. This account will allow students to utilize Chromebooks as well as a variety of Google Apps such as, but not limited to, shared documents, calendars, websites, and educational blogs. Students in grades K-3 will not have an operational Google email address. Students in grades 4-8 will have a functioning email address, when activated. Students in grades 4-8 can only email staff and students within the district. In other words, students will not be able to email anyone who does not have a searcyschools.org email address. Students in grades 9-12 will have a fully functioning Google email account and will have the capability to communicate both within as well as outside the district. The school accounts will be used at school for class related assignments and projects.

Responsible Use Guidelines Student Responsibility

Along with opportunity comes responsibility. Student use of Google Apps follows the expectations and disciplinary action as outlined in the Student Handbook and District USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES which can also be viewed online at www.searcyschools.org. Although the apps can be accessed outside of school, any use of the account on the searcyschools.org domain is bound by the same rules and guidelines as when the student is at school. Use of the account should always be for educational purposes just as if the student were in school.

School Responsibility

Google Workspace student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools to students. In school, teacher supervision and school content filters are used to prevent access to inappropriate content and to ensure that student use of the digital tools follows the District Acceptable Use Policy referenced above. Student accounts can be accessed by domain administrators at any time and account information will be shared with parents/guardians.

Parent/Guardian Responsibility

Parents/Guardians assume responsibility for the supervision of Internet use outside of school. Parents/Guardians are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Workspace for Education. Parents/Guardians are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.

Chromebook Use Agreement

This Agreement is made by and among the Searcy School District (SSD), the Student, and the Parent/Guardian. The assigned Chromebook is being made available to the identified student during his/her enrollment in the current school year at SSD and on the terms and conditions described in this document and will only be used for purposes of educational services provided by SSD.

- The student's possession and use of the Chromebook will be subject at all times to the terms and conditions described in this document, all applicable state and federal laws and regulations, and all applicable SSD policies and procedures. SSD may place additional restrictions on the student's use or possession of the Chromebook at any time and for any reason with or without prior notice.
- The student must surrender the Chromebook to SSD when he/she ceases to be enrolled in SSD, is found to have violated School Board policies or State or Federal law, when SSD provides student with notice that

the Chromebook must be returned, or if the student fails to perform any obligations under this Agreement.

- The Chromebook and any accompanying peripheral (e.g., power cord) will remain at all times the property of SSD; therefore, the student and parent shall permit persons designated by SSD to examine the Chromebook at any time for any reason. The student or the student's parent/guardian will immediately surrender it to SSD.
- Under no circumstances will the student use the Chromebook or permit it to be used in furtherance of any crime or fraud; for accessing, viewing, or transmission of pornographic content; for illegal or unauthorized accessing or use of data; for bullying or harassment (including cyber-bullying); for malicious internet activities (including hacking); or for any unlawful activities of any kind. **The Chromebook is to be used only for Searcy School District classwork.**
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the Chromebook being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of SSD.
- SSD assumes no liability for any material accessed on the Chromebook. Parent and student, including their heirs and assigns agree that they will release, forever discharge, indemnify, defend, and hold SSD harmless from any and all claims arising from the student's or parent's use, misuse, or possession of the Chromebook issued to the student pursuant to this agreement, including but not limited to, any and all damages of whatsoever kind or nature.
- The student, parent, and teacher must agree to immediately notify school site personnel upon the occurrence of any loss to, damage to, or malfunctioning of any part of the Chromebook for any reason. If it is stolen outside of school premises/grounds, the parent shall contact the applicable city/county police department and shall file a police report and provide a copy of the police report to designated school site personnel.
- SSD will offer Chromebook protection to all students and parents to cover its replacement in the event of theft, **accidental damage**, or fire. The protection cost is \$25 annually for each device. Please report all Chromebook problems to the campus media specialist.

General Precautions

- **No** food or drink is allowed next to the device while it is in use.
- Cords must be carefully inserted into the Chromebook.
- Students must transport his/her device in the case with the case closed.
- To conserve battery life, the Chromebook should be turned off when not in use.
- Chromebooks and cases **must remain free of any writing, drawing, stickers, or labels that are not the property of SSD.**
- Devices must never be left in a car or any unsupervised area.
- The device should not be submerged in water nor dropped nor exposed to extreme temperatures.

Technology use in Searcy School District is governed by federal laws including:

Child Protection Law Internet (CIPA)

CIPA requires that the school has implemented measures and regulations to help protect students from harmful materials, even those that are obscene and pornographic. This means that the student email is filtered. The email containing harmful content and inappropriate sites will be blocked.

CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under thirteen years of age. Google's advertising is turned off automatically for users of Workspace for Education. We do not collect personal information from students for commercial purposes. This consent form allows the school to serve as an agent for parent in the collection for information within the school context. The school's use student information is solely for educational purposes only.

COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm/>

Federal Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to examine their student's transcript. Under FERPA, schools may release directory information (name, phone, address, education level, etc.) but parents may request that the school not disclose this information.

FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/>

4.29 SSD F—STUDENT INTERNET USE AGREEMENT AND G SUITE ACCOUNT PERMISSION

Please check the appropriate items in the two sections below:

_____ **Parent/Guardian Permission for Google Workspace for Education Account:** I agree to allow my student to have a Searcy School District Workspace for Education account including an email address that can be used on any device that connects to the Internet. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if the misuse occurred in school. **(Reminder - students in grades K-3 will not have operational emails and students in 4-12 will have functioning email accounts.)**

_____ **Parent/Guardian Google Workspace for Education Account without email** (Applicable to 4-12 grade students only): I agree to allow my student to have a Searcy School District App Account **without an email address**. I understand that my student will have access to Searcy School District Apps in order to be able to access online resources to create, edit, collaborate and share information with other teachers and students. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if the misuse occurred in school.

_____ We want to select the protection cost of \$25 annually for the Chromebook device. We agree to report all Chromebook problems to the campus media specialist as soon as they occur. (Please include payment with the submission of this signed form).

_____ We decline the protection cost for the Chromebook that is issued to our student. We understand that we could be held responsible for the replacement costs or repair expenses that occur.

We, the persons who have signed below, have read the Internet Safety and Electronic Device Use Policy and this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Full Name (Printed)	Grade/Campus
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Student's Signature	Date
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Parent/Guardian Signature	Date
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Please check the appropriate **Student Instructional Option:**

_____ Traditional Learning: (Student attends full-time on-campus/on-site instruction)

_____ Virtual Learning Academy: (Student has been accepted and will be participating in Lions Online Academy)