

GREENVILLE PUBLIC SCHOOLS POLICY

Policy:	409	Issued:	May 13, 1996
Description:	TECHNOLOGY: Acceptable Use and Safety Policy	Revised:	January 8, 2001 November 30, 2001 April 8, 2002 March 8, 2010 May 14, 2012

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Introduction

The Greenville Public School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The District provides access to information available in a variety of electronic formats, and supports the development of information management skills. Together these allow users to access current and relevant resources, provide the opportunity to communicate in a technology rich environment, and assist them in becoming responsible, self-directed, life-long learners.

The use of technology is a privilege which carries with it responsibilities. The technology user is expected to abide by district policies and rules of behavior. Users are expected to be aware of the responsibilities that the use of technology places upon them.

It is the policy of Greenville Public Schools to: (a) prevent user access (view, use, or send) to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with state and national laws governing Internet access, usage, privacy and safety (CIPA).

Guidelines for the use of technology described in these regulations apply to all users, including students, staff, guest teachers, volunteers, community members as well as any other person or company who use Greenville technology to access the Internet, or Intranet. These guidelines are not all-inclusive. A user who commits any act of misconduct, which is not specified, may also be subject to disciplinary action. Disciplinary actions are consistent with District and school policies governing behavior. Each user shall read Administrative Rule 409 (AR 409). By signing the Acceptable Use and Safety Policy: Member Responsibility Statement (AR 409-1) prior to accessing and using technology, users acknowledge that they have read and understand the policy and agree to its terms.

Greenville Public Schools

ADMINISTRATIVE RULE

Administrative Rule: AR 409	Date: 3-08-10 (Revised & moved from BOE policies) Revised: 5-14-12 Page 1 of 3
Description Technology: Acceptable Use and Safety Policy	

Privileges

In order to facilitate learning and enhance educational information exchange when given instructional permission, users have the privilege to:

1. Use all authorized hardware, software, and resources.
2. Access information from district and outside resources.
3. Use authorized personal equipment within the district's facilities. Personal technology used within the school/work day will fall under the same rules as technology provided by the district.

Responsibilities:

Users are responsible for:

1. Utilizing technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Properly using and caring for authorized hardware and software.
3. Adhering to copyright laws in the use of software and in the transmission or copying of text or files from internet or other resources.
4. Complying with state and national laws governing internet access, usage, privacy and safety (CIPA).
4. Maintaining confidential use of passwords/access to individual account and district technology.
6. Notifying a teacher or the building administrator if you have identified a possible security problem.

Greenville Public Schools**ADMINISTRATIVE RULE**

Any misuse of technology shall result in disciplinary action determined by the district. Misuse includes, but is not limited to:

Users are prohibited from:

- Using district technology and/or personal technology during the work/school day for personal business, commercial purposes, financial gain, product advertisement, business service endorsement, political activity, or religious or political lobbying.
- Unauthorized access or downloading of software, electronic files, email, or other data and downloading copyrighted material for other than legal personal or professional use.
- Gaining unauthorized access to resources or entities.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Committing or attempting to commit any willful act which disrupts the use of technology.
- Providing access to others by sharing personal log-ins/passwords.

Technology Protection Measures

To the extent practical, steps shall be taken to promote the safety and security of users of the Greenville Public Schools technology.

Steps include:

1. Filters shall be used to block access to inappropriate information through internet, intranet, e-mail, chat rooms, and other forms of electronic communications.
2. Filters/blocking shall be used to block access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors).
3. Prohibit disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

All user files, records of access, or any other resources existing on district or personal equipment used during the school/work day, regardless of device ownership, should be considered district property and are subject to control and inspection with or without notice to user. While the district does not, as a matter of course, review all users' activities, users acknowledge they have no expectation of privacy in any of the files they create or the material that they access on district devices and/or personal devices used during the school/work day.

It shall be the responsibility of all members of the Greenville Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy as well as state and federal laws.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Greenville Public Schools or designated representatives.

Greenville Public Schools**ADMINISTRATIVE RULE****E-mail Archiving**

Greenville Public Schools provides district e-mail accounts for staff members. These accounts and all information contained within them (any message coming in or out) will be archived for three (3) years, using an external system. Information within the three-year period may be viewed and/or retrieved, but not deleted.

After three (3) years, the e-mail/information will be archived/burned to another long-term media such as a DVD and retained for an additional four (4) years in a format that can be opened with Greenville Public Schools' e-mail software.

Consequences of Violations

The Building Administrator and/or the Superintendent or designee, retains the sole discretion to determine whether violations have occurred. The account of any user suspected of violating this policy may be accessed or closed at any time. When it is determined that violations have occurred, consequences may include:

- a. verbal or written warning
- b. student/employee disciplinary procedures as outlined by student/employee handbook
- c. financial restitution for damages
- d. users privileges suspended or revoked
- e. confiscation of personal devices
- f. referral to appropriate law enforcement authorities if in violation of state/federal law

Technology: Acceptable Use and Safety Policy Member Responsibility Statement

The Greenville Public School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The District provides access to information available in a variety of electronic formats, and supports the development of information management skills. Together these allow users to access current and relevant resources, provide the opportunity to communicate in a technology rich environment, and assist them in becoming responsible, self-directed, life-long learners.

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User Name (please print): _____

User Signature: _____ Date: _____

***A signature is not required of students in grades K-2. (See Parent/Guardian Information section below)**

PARENT/GUARDIAN INFORMATION – For students under the age of 18, a parent or guardian must also read and sign this agreement.

I acknowledge receiving notice that, unlike most traditional or library media materials, the district computer system will potentially allow my son/daughter student access to external computer networks not controlled by the school district. I understand that some materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the district computer system or any other electronic media or communications. I agree to release the Greenville Public School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the district computer system in any manner whatsoever.

I agree that my son/daughter may have access to the district computer system and I agree that this may include remote access from our home.

Parent/Guardian Name: (please print) _____

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY	Student Number _____	Grade _____
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