

Chattahoochee County Schools Digital Citizenship and Acceptable Use Policy for Technology and Internet (Policy IFBG)

Introduction

This policy is informed by the vision for Chattahoochee County Schools coupled with the school's mission To Prepare All Students for College and Career Readiness As They Grow To Be Productive Contributors In Society

Digital Citizenship

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behavior directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

I will take all reasonable precautions to protect my school assigned device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school IT systems or attempt to bypass school restrictions.

Chromebooks

Students in grade 5th-12th will each receive a chromebook. Chromebooks will be distributed during open house and during the first days of school. A \$20 yearly usage fee will be attached to the students account, this payment must be cleared before the end of the active school year. Chromebook fees not paid will result in a potential hold of records. For more information please refer to the Chattahoochee County School Chromebook Usage Handbook located on www.chattco.org > Departments > Technology Information.

Personal Mobile Device Procedure

Chattahoochee County School District does not require students to bring their personal devices into school. Those who do bring devices assume all risks and the Chattahoochee County School District holds no responsibility for damage or loss of personal devices. Student possession of personal electronic devices designed to communicate, create or store information is permitted by the district at the discretion of the teacher. Students who choose to connect to the district network agree to the requirements of the Computer/Network Acceptable Use Policy (IFBG) and should consider his/her personal devices subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on all district networks.

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video, or audio information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device. The district recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using district owned equipment or were connected to the district network. The district is not responsible for such content being accessed or posted.

Student Personal Devices Permitted

- Personal Owned Laptops / Chromebooks
- Personal Owned Tablets (iPad, Kindle, Android)

Student Personal Devices Not Permitted

- Cell phones or other smart phone devices
- Handheld Gaming Devices
- Bluetooth and other hands-free cell phone devices
- Amazon Alexa, Google Home or other Smart Speakers

CCHS Acceptable Uses of Student Personal Devices*Classroom Use – all classroom use is at teacher discretion*

- Teacher directed activities
- Note taking
- Headphones/earbuds must be out of ears during class time unless use is permitted by teacher

Non-Classroom Use

- Permitted before and after school hours, and during lunch break.
- Headphones must be used for listening to music at a volume that cannot be heard by others

CCHS Unacceptable Use of Student Personal Devices

- At no time during school hours are phone calls to be made on any personal devices. In the event of an emergency, students are to make calls in the office
- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time

CCMS Acceptable Use of Student Personal Devices*Classroom Use*

- Teacher directed activities only
- Cell phones and other devices should be off and placed in a secure location, not on the student's person
- Headphones/earbuds are not permitted to be used in the classroom unless at the teachers discretion

Non-Classroom Use

- Permitted before and after school hours, and during breakfast and lunch break
- Headphones may **only** be used before and after school hours, and during breakfast and lunch break
- Cell phones and other personal devices are to be off during school hours, and are not permitted to be used in the hallways

CCMS Unacceptable Use of Student Personal Devices

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- The use of personal devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under the direct supervision of school personnel and is for internal school use only
- Sending text, image, sound, video or files for the purpose of cheating is prohibited
- Students may not answer or initiate personal device communication during instructional time

Other Important Information

- There will be no printing from personal mobile devices
- Personal mobile devices must be charged prior to entering the school
- Personal mobile devices may not be plugged into district owned technology for projection or other purposes
- District staff will not attempt to fix personal mobile devices that stop working or do not work; if the student cannot connect or use the device by the start of the class period, it must be put away to avoid distractions.
- All personal mobile devices that are connected to the district network will automatically be scanned for anti-virus software and hacking tools before access will be granted
- Students will not be permitted to play web or other games on the district network; those who attempt to play such games will have their device locked out of the district network.
- Students who attempt to share pirated or illegally obtained software, music, videos or files with others will have their device locked out of the district network.
- We will not provide accessories for your device.

Inappropriate use of personal mobile devices and/or the district network will result in consequences at the discretion of administration, the severity of the infraction will determine the level of consequence. The administration reserves the right to revoke personal mobile device privileges. In severe cases, recommendation for expulsion or referral to authorities may be appropriate.

By signing below, I opt-out of Internet Usage at Chattahoochee County School Student

Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____