

## INTERNET USE PROCEDURES

The user is expected to abide by the following network rules of etiquette:

1. Be polite. Do not write or send abusive messages.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
4. Do not reveal the personal address or phone number of yourself or any other students. Use the schools' information. Do not allow others to use your account name or password.
5. Do not communicate any credit card number, bank account number, or any other financial information.
6. School provided e-mail is the only mail service to be accessed.
7. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
8. Do not use the network in such a way that would disrupt the use of the network by others. Do not create or share computer viruses.
9. Inform your teacher/network system administrator right away if you come across any information that makes you feel uncomfortable.
10. Vandalism - any malicious attempt to harm or destroy data of another user - will also result in immediate suspension of privileges. Do not use others' passwords, or trespass in others' folders, work, or files. Any questionable action will result in the cancellation of user privileges.
11. If you break these rules, you will lose your school sponsored network account.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

The use of Instant Messaging is only allowed through Grayson County Schools sponsored chat applications.

## SOCIAL MEDIA GUIDELINES:

1. Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that he or she states/posts on all social media outlets.
2. Students are responsible for making sure the contents of their social media usage complies with GCHS's discipline code found in this handbook.
3. Students may not **disrupt the educational process**, school activities or after school activities or the rights of others with the use of social media.
4. Improper use of social media includes, but is not limited to the following: engaging in cyber bullying, harassment or disrespectful conduct toward others-staff or students, use of language that is not acceptable in the classroom, **posting of pictures or videos of student-staff without their written consent**.
5. Punishments include, but are not limited to the following: detention, ICE, AEC, legal charges, banned from school activities during and after school, not allowed to possess a cellphone while at school.
6. Violations of these guidelines can also occur **outside of the normal school hours** if the educational process is interrupted at GCHS.

## TELECOMMUNICATION DEVICES

### **POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law<sup>1</sup> and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating,
  - b. Violates confidentiality or privacy rights of another individual,
  - c. Is profane, indecent, or obscene,
  - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
  - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. **Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.**
6. **Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.**