

USE OF DISTRICT INFORMATION TECHNOLOGY RESOURCES

Code **IJNDB-R** Issued **5/12**

Please read the following carefully before signing the attached documents.

Technology is a vital part of the education and the curriculum of the School District of Newberry County. In an effort to promote learning and expand educational resources for students, the district is making available computers, computer networks and Internet access for all students, faculty and staff. The district's goal in providing this service is to promote the educational use of technology to access and utilize information effectively. Access to these computers and networks will allow students to be successful in accomplishing this goal by allowing them to communicate with others on a global level and access educational materials worldwide.

With this access comes the availability of materials that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all the materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on these networks far outweigh the possibility that users may locate materials that are not consistent with the educational goals of the School District of Newberry County. In compliance with the Children's Internet Protection Act (CIPA), 47 USC Section 254(h), the SDNC uses technological devices to filter and block obscene materials, child pornography or "harmful to minors" materials as defined by the CIPA.

Access to the computers, networks, technology and Internet is a privilege, not a right. With this privilege, there is also the responsibility to use the technology solely for educational purposes and not to access inappropriate materials. These guidelines are provided so that users are aware of their responsibilities when using the network. Any violations of these guidelines will subject users to appropriate disciplinary actions and possible denial of access to the network.

Prior to accessing information technology resources, parents/legal guardians will be provided with a copy of the policy and administrative rule to review with their student. If after reading the policy and administrative rule, parents/legal guardians agree that they understand the policy and administrative rule, that their student will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines, their agreement will be assumed without a written response. If the parents/legal guardians **do not** agree that their student will access information technology resources in accordance with the policy and administrative rule, the parents/legal guardians will sign a statement of opting out. The **Technology Use Opt-Out Agreement** will be placed in the student's permanent record and the student will not have access to school/district information technology resources.

Terms and conditions for use

The following conditions for the acceptable use of computers and networks will apply to all district administrators, faculty, staff and students. All technology equipment will be used under the supervision of the site technology coordinator or classroom teacher.

- Users will not erase, rename, view or make unusable anyone else's computer files, programs or disks.

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- Users will not let other persons use their name, logon, password or files for any reason (except for authorized staff members). Users will not reveal personal information about themselves as well as others (e.g., phone number and address).
- Users will not use or try to discover another user's password.
- Users will not use the computers or networks for any non-instructional or non-administrative purpose (e.g., games or activities for personal profit).
- Users will not use the computers for unlawful purposes such as illegal copying or installation of software.
- Users will not copy, change or transfer any software or documentation provided by the district, teachers or another student without permission from the site technology coordinator.
- Users will not write, produce, copy or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. Such code is often called a virus.
- Users will not deliberately use the computers to annoy, bully or harass others with language, images or threats. Computers used to harass, intimidate or bully are defined as electronic communication devices reasonably perceived to have the effect of either of the following.
 - harming a student emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
 - insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- Users will not deliberately access or create any obscene or objectionable information, language or images such as pornography; indecent, vulgar, profane or lewd materials; or advertisements. Violation of this item may result in action by local, state or federal authorities.
- Users will not intentionally damage the system, damage information belonging to others, misuse system resources or allow others to misuse system resources.
- Users will not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or site technology coordinator.
- Users will not download files from the Internet except with the permission of the teacher or site technology coordinator.
- Users will not download or operate Internet chat programs without prior written approval from the technology director.
- Users will not install personal software on school computers.
- Users will report all violations of these guidelines to the teacher or site technology coordinator.

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Consequences of violations

Use of the technology systems operating in the School District of Newberry County is a privilege and not a right. Violation of the policy and administrative rule concerning the use of technology will result in disciplinary actions similar to other code of conduct violations.

- Level 1 Warning: Student would lose computer privileges/Internet access until a parent conference is held. Further loss of privilege and length of time will be determined by the administration.
- Level 2 Pattern of abuse or flagrant violations: Any student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and recommended for suspension.
- Level 3 Expellable offense: Student could be expelled from school if he/she engages in conduct that contains the elements of the offense of criminal mischief as defined by local, state and federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet or compromise another computer network.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to building level administration and local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Video surveillance cameras

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

Personally-owned devices policy

The district currently has limited Internet bandwidth provided by the State of South Carolina and limited wireless access in the schools. When given permission by school staff/administration, students are allowed to bring personal electronic devices (PED) to school for educational purposes. These devices should not be connected to the school network.

Students should keep personal electronic devices (including laptops, eReaders such as Kindle and Nooks, tablets, smart phones and cell phones) turned off and put away during school hours unless instructed by a teacher or staff use is appropriate for educational purposes. A signed acceptable use policy must be on file with the school office before the student will be allowed to use a PED. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

The following will apply to the use of a PED.

- A PED is to be used for educational reasons.
- A PED may only be used in the classroom with permission from the instructor.

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- A PED will not be given access to the district's online resources or the Internet. A PED may not be connected, or attempt to connect, to any networking resource either through a standard wall connection or a wireless connection.
- The district will not provide any support to a PED at any time.
- The user will acknowledge that he/she has read the district's acceptable use policy and understands and agrees to abide by the acceptable use policy.
- The user assumes all responsibility for his/her PED and its use on district property. Neither the district nor the school is responsible for theft or damage to the PED.
- A PED may be confiscated at any time if these guidelines are not followed. Return of the device will be based on district policy.

Inappropriate use of a PED may include, but not be limited to, the following.

- accessing the Internet
- playing games
- listening to music
- watching video
- sending messages
- taking pictures
- recording (both sound and video)
- use of the device to cheat
- harassment or bullying

Consequences for misuse may include the following.

- verbal or written warning to the student
- device confiscation
- suspension of use of the device
- contact of the student's parents/legal guardians, SRO or the police
- suspend or expel the student in accordance with the district's student discipline procedures

E-mail usage

The district's e-mail is available to authorized users for educational and district related purposes. The district prohibits the use of its e-mail system for unprofessional or inappropriate purposes including, but not limited to, the following.

- any use that violates local, state and/or federal laws or regulations
- setting up or operating a commercial business
- e-mail that could be perceived as harassing, offensive, threatening, obscene, sexual, racist or discriminatory to the receiver

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 e-mail system are property of the School District of Newberry.

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Newberry County Board of Education