

## **STUDENT ACCEPTABLE USE POLICY**

The following is the policy of Colbert County Schools and has been approved by the Superintendent and School Board.

Colbert County Schools offer access to email, Google Drive, and the Internet as a resource for instruction and to provide access to materials that complement the instructional program. We respect each family's right to decide whether to apply for access. To gain access, the parent/guardian and student will be required to sign a written consent form prior to being allowed access to email and the Internet. This consent form is included in each student registration packet.

A staff member will supervise Internet use and will review communications to maintain system integrity and to determine that students are using the system responsibly. However, students are responsible for appropriate behavior while using the Internet. Any material, written or pictorial, accessed on the Internet must conform to established school policy and cannot be obscene or contain profanity or abusive language. Vandalism of equipment or programs will result in punishment as defined in school policy.

All users must abide by the following guidelines:

1. Be accountable for your actions. Appropriate behavior is expected from users at all times.
2. Notify an adult immediately if you encounter materials that violate this policy or school handbook.
3. Do not use the Internet or email to hurt, harass, attack, or harm other people or their work.
4. Do not damage the computer or network in any way
5. Do not use the Internet, email or Google Drive for illegal activities, i.e. hacking, threats, child pornography, drug dealings, purchase of alcohol, gang activities, etc.
6. Do not install software or download unauthorized files, games, programs, or other electronic media.
7. Do not violate copyright laws
8. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.

9. Do not share your password with another person
10. Do not access another student's work, folders, or files.
11. Email and Google Drive will be filtered for content.
12. Email and Google Drive access will be terminated if the following conditions are met, student withdraws, misuse of email or Google Drive, disciplinary action, or graduates from High School.

Violation of this policy will result in loss of Internet access at school and other disciplinary action.

#### Computer Lab Policy

1. NO FOOD OR DRINK!
2. Only work on class assignments.
3. Students using any computers, software, and any other technology resources should not:
  - A. Send, display, or download offensive messages or pictures
  - B. Use obscene language
  - C. Violate copyright laws
  - D. Trespass in other users' files, folders, or work
4. Do NOT change any computer settings (including, but not limited to, printer configurations, desktop backgrounds, Internet settings)
5. Music must be listened to using headphones and at a volume where others cannot hear it.

When you are finished at a workstation please:

1. Log out.
2. Pick up all paper around your station.
3. Push chair under desk.

4. Make sure you leave a clean and orderly workstation for the next user.

Violation of any of the above policies could result in loss of access, disciplinary action, and/or possible legal action.

## ACCEPTABLE USE POLICY PERMISSION FORM

Each student is required to submit the Acceptable Use Policy Permission form at the beginning of each school year.

This Acceptable Use Policy, is designed to provide guidelines for using the Internet in the classroom, media center, your own device, and computer lab of your school.

This permission form must be read and signed by both the student and a parent/guardian and then returned to your child's homeroom teacher. Students will not be allowed Internet access until the signed permission form has been returned.

Please note that if you violate the terms of this policy, you will lose Internet privileges. *It is your responsibility to read and understand the policy.*

I acknowledge that I have read the Acceptable Use Policy. I understand and agree to all terms as outlined in this policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

\_\_\_\_\_ My child may use E-mail, Google Drive, and the Internet while at school according to the rules outlined.

\_\_\_\_\_ I would prefer that my child not use E-mail, Google Drive, and the Internet while at school.

Signed and dated by both parent/guardian and student.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)