

## **7.19 Acceptable Use of Technology**

### **7.19.1 Statement of the Policy**

The Bessemer City School district provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to gather and utilize resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

### **7.19.2 The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the district cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
2. The accuracy or suitability of any information that is retrieved through technology;
3. Breaches of confidentiality;
4. Defamatory material; or
5. The consequences that may come from failure to follow the District policy and procedures governing the use of technology.

### **7.19.3 Privileges and Responsibilities**

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgement and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Districts computers and networks.

#### **a. Educational Purposes Only**

- i. Use or access District technology only for educational purposes
- ii. Comply with copyright laws and software licensing agreements
- iii. Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- iv. Respect the privacy rights of others.
- v. Be responsible at all required system security identification codes, and not sharing any codes or passwords.
- vi. Maintain the integrity of technology resources from potentially damaging messages, physical abuse, or viruses.
- vii. Abide by the policies and procedures of networks and systems linked by technology.

#### **b. Unacceptable Uses of Network**

- i. Access, download, create, and send display offensive and/or obscene messages or pictures.
- ii. Use harassing, offensive, obscene or defamatory language.
- iii. Harass or attack others;
- iv. Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- v. Knowingly spread computer viruses;
- vi. Violate copyright laws or software licensing agreements;
- vii. Use others' passwords or accounts;
- viii. Misrepresent themselves or others;
- ix. Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- x. Reveal their personal address or phone number, or those of other users;

- xi. Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school;
- xii. Use technology for any illegal purpose or activity; and
- xiii. Any uses that are in violation of the Bessemer City Board of Education Policy or supporting regulation(s).

#### **7.19.4 No Expectation of Privacy**

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users' files and materials as needed, and its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmission and files by person outside or from person inside the District.

#### **7.19.5 Netiquette**

All users must abide by rules of network etiquette, which include the following:

- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive obscene, belligerent, or threatening language.
- b. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his /her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### **7.19.6 Internet Safety**

##### **a. General Warning Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network might include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful site, he or she should report such use to his/her supervising teacher or the person designated by the school.

**b. Personal Safety**

Be safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting. If someone attempts to arrange a meeting with you as a result of an internet contact, you must report the communication immediately to your supervising teacher or person designated by the school.

**c. “Hacking” and Other Illegal Activities**

It is a violation of this policy to use the District’s computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, strictly prohibited.

**d. Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. Only a supervising teacher or administrator may authorize the release of directory information and/or student information as defined by Alabama law, for internal administrative purpose or approved educational projects and activities.

**e. Active Restriction Measures**

The District, either by itself or in combination with the Data Acquisition Site providing internet access will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students and employees, through direct observation and/or technology means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section

254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **7.19.7 Disciplinary Actions**

The user's use of the computer network and internet is a privilege, not a right. Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion or other appropriate disciplinary action for students and/or for employees. Employees may receive all the other actions including up to termination. Violations of local, state or federal law may subject student prosecution by appropriate law enforcement authorities.

Source: Bessemer City Board of Education, Bessemer, AL

Adopted: August 16, 2016

Student's Name (Print) \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

### **Acceptable Use Policy Guidelines For Students**

Bessemer City Schools provides an electronic network and internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs, district issued devices and home computers. Through active learning experiences, you are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network.

#### **Student Agreement**

In order to take full advantage of these resources, I will:

- Read and abide by all sections of the Bessemer City Schools Acceptable use of Technology Policy
- Use the system for educational purposes only including classroom activities, career development, college applications, and other activities as determined by the district.
- Protect myself by never posting personal contact information or account information (passwords/logins) about myself or others.
- Respect the district network and not attempt to gain unauthorized access to the network, website, internet or resources.
- Refrain from destruction and vandalism of the network system and its hardware.
- Notify teachers or administrators of any inappropriate e-mail messages or possible system security problems.
- Refrain from inappropriate, obscene, profane, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols.
- Use district owned and identified resources and not download or install unauthorized software or executable files, including, but not limited to proxy server software with the intent of circumventing the district filter.
- Use network and e-mail access responsibly, understanding that it is a privilege and all violations will result in disciplinary measures as outlined in the Discipline Code.
- Refrain from sharing account information including username and passwords.

#### **Penalties For Improper Use**

**Students who violate the terms of the Acceptable Use of Technology Policy or otherwise misuse the technology resources provided will be subjected to disciplinary action according to the Bessemer City Schools Code of Conduct.**

I understand each of these Acceptable Use of Technology Policy guidelines and agree to abide by them and all components of the policy.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name (Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Nombre del alumno: \_\_\_\_\_

Nombre de maestro/a de Homeroom: \_\_\_\_\_ Grado: \_\_\_\_\_

#### GUÍAS DE LA POLÍTICA DE USO ACEPTABLE PARA ESTUDIANTES

Las Escuelas de la Ciudad de Bessemer ofrecen una red electrónica y acceso al Internet para mejorar tus experiencias educativas. El acceso a recursos electrónicos y basados en la web está disponible a través de salones, bibliotecas, laboratorios de computación, dispositivos emitidos por el distrito y computadoras personales. A través de experiencias de aprendizaje activo, se espera que vayas a desarrollar tus habilidades técnicas para asegurar el uso eficaz de la amplia variedad de herramientas disponibles a través de la red.

#### ACUERDO DEL ESTUDIANTE

Con el fin de sacar el máximo provecho de estos recursos, voy a:

- Leer y cumplir con todas las secciones de la Política de Uso Aceptable de Tecnología de Las Escuelas de la Ciudad de Bessemer.
- Usar el sistema sólo con fines educativos, incluyendo las actividades de clase, el desarrollo de la carrera, las aplicaciones para la universidad y otras actividades como se determina el distrito.
- Protegerme por no publicar información de contacto o información de cuenta (contraseñas/nombres de usuario) de mí mismo o de otros.
- Respetar la red del distrito y no intentar obtener acceso no autorizado a la red, página web, Internet o recursos en línea.
- Abstenerme de la destrucción y el vandalismo del sistema de red y su hardware.
- Notificar a los maestros o administradores de cualquier mensaje de email inapropiado o posibles problemas de seguridad.
- Abstenerme de inapropiado símbolo o lenguaje obsceno, profano, vulgar, grosero, inflamatorio, amenazante, irrespetuoso o relacionado con pandillas.
- Utilizar recursos propiedad de e identificados por el distrito y no voy a descargar ni instalar software o archivos ejecutables no autorizados, incluyendo pero no limitado a software de servidor proxy con la intención de eludir el filtro de distrito.
- Utilizar la red y acceso a email de manera responsable, entendiendo que es un privilegio y que todas las violaciones resultará en medidas disciplinarias como se indica en el Código de Disciplina.
- Abstenerse de compartir información de la cuenta incluyendo nombres de usuario y contraseñas.

#### SANCIONES POR EL USO INAPROPIADO

Los estudiantes que violen los términos de la Política de Uso Aceptable de Tecnología o de otra manera hacer mal uso de los recursos tecnológicos proporcionados serán sometidos a medidas disciplinarias de acuerdo con el Código de Conducta de las Escuelas de la Ciudad de Bessemer.

Entiendo cada una de estas Guías de la Política de Uso Aceptable de Tecnología y estoy de acuerdo en cumplir con ellos y todos los componentes de la política.

Firma de alumno/a: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre de padre/madre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de padre/madre: \_\_\_\_\_ Fecha: \_\_\_\_\_