

INFORMATION TECHNOLOGY RESOURCES/ STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY

Code **IJNDB-R** Issued **7/16**

Definitions

Acceptable use - Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the freedom from intimidation, harassment and unwarranted annoyance. Access to computer systems and networks owned and operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. Use of other networks or computing resources must comply with the rules governing those networks owned or operated by the Colleton County School District.

Privileges - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district's technology center will deem what is inappropriate use and their decision is final. Also, the technology center retains the right to close an account(s) at any time because of misuse of network resources. The contents of any created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by any staff members responsible for the user at any time. Parents/Legal guardians have the right to request to see the logs/content (if possible) of any material created or accessed by their child(ren).

Technology protection measure (filter) - Specific technology that blocks or filters Internet access. Filters must protect against access by adults and minors to visual depictions that are obscene, child pornography or harmful to minors. The district's technology center can disable the technology protection measure for adults engaged in bona fide research or other lawful purposes.

Cyberbullying - The use of technology to harass, embarrass, intimidate or stalk someone else.

Network etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.

- Be polite. Use appropriate language. Abusive, vulgar or any other inappropriate language is not allowed.
- Sharing personal home addresses and phone numbers and those of other students or colleagues is prohibited.
- Consider all Internet activities as public. Communications relating to or in support of illegal activities may be reported to the authorities.
- Report to the appropriate personnel anything the user thinks is inappropriate or makes him/her feel uncomfortable.
- Assume that all communication and information accessible via the network as private property and therefore copyrighted.

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- Passwords are private possessions and should be treated as such.
- Assume all network traffic is being monitored and act accordingly.

The following list represents examples of inappropriate use of networked information resources that are not permitted by the Colleton County School District. These include, but are not limited to, the following.

- commercial advertising or unethical/illegal solicitation
- accessing a proxy server with the intent to bypass the district's web filter
- accessing the Internet for inappropriate materials
- accessing a file or web site that contains pornographic or obscene pictures, videos, stories or other material; making copies of such material; or distributing or exposing others to such material
- using copyrighted material without permission
- sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening or slanderous toward others
- creating and or placing a computer virus on the network or any workstation
- sending messages or information misrepresenting the source of the message or information
- sending or receiving messages or information that is inconsistent with the school's conduct code or assists others to violate that code
- harassing others or requesting or distributing addresses, home phone numbers or other personal information which could then be used to make inappropriate calls or contacts
- sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people)
- purchasing something that obligates the student or school to another party without prior approval
- attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network
- failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources
- cyberbullying

Students and staff are required to report any of the following to his/her teacher or the technology center as soon as the following are discovered.

- any messages, files, websites or user activities that contain materials that are in violation of this policy
- any messages, files, websites or user activities that solicit personal information about a user or request a personal contact with a user (asking for address, phone number, credit card number, Social Security number or a meeting)
- attempts by any user to abuse or damage the system or violate the security of the network and its resources
- any illegal activity or violation of school policy
- any error messages or problems which indicate that the system is not working properly
- any incidents of cyberbullying

Warranty

The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-

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deliveries, misdirected deliveries or service interruptions obtained via the Internet. All internet access use is at the user's own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user has identified a security problem on the network, he/she must notify his/her teacher or the technology center. Users should not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges.

Vandalism

Vandalism is defined as any malicious attempt to physically damage hardware or harm/destroy the data of another user. Vandalism is also defined as intentionally damaging or interfering with access to the Internet or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removal of protection from restricted areas or unauthorized blocking of access to information, applications or areas of the network. Vandalism will result in cancellation of network privileges and other sanctions including notification of law enforcement.

User privacy

The Colleton County School District reserves the right to examine, restrict or remove any material that is on or passes through its network just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Teacher-created materials

Teacher-created materials located on district equipment will become and remain district property.

Issued 8/19/08; Revised 6/12/12, 7/19/16