

Covington County Schools

Acceptable Use and Digital Citizenship Policy

The mission of the CCS Technology Initiative is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

General Guidelines

All electronic devices are the property of Covington County Schools. The availability of various electronic devices will provide students access to educational materials necessary to meet established learning goals and objectives. Each device is an educational tool not intended for gaming, social networking or high end computing.

- The District Acceptable Use Policy applies to all student use of electronic devices.
- The student, in whose name a system account or device is issued, will be responsible at all times for its appropriate use.
- All electronic devices must have a Covington County Schools' assets tag attached at all times, and this tag must not be removed or altered in any way.
- Devices are only intended for use at school each day.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Protecting your Device

- Keep food or drink away from electronic devices at all times.
- Cords, cables, and removable storage devices must be inserted carefully into devices.
- Remove power cords before transporting devices.
- Devices must remain free of any writing, drawing, or unapproved stickers.
- Keep device vents uncovered.
- When moving a device, always support the device from its bottom with the screen closed.
- Avoid leaning or putting pressure on the top of the device when it is closed.
- Store the device with the screen closed.
- Avoid placing anything near the device that could put pressure on the screen.
- Keep the screen surface clear of marks and scratches.
- Refrain from placing anything on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Keep the device away from magnets or anything with high electric current.

- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Refrain from using any type of cleaning solvent on your device.

Supervising your Device

- Devices should be stored in supervised areas at all times.
- Unsupervised areas include the school grounds and campus, the cafeteria, unsecure computer labs, locker rooms, media center, unlocked classrooms, unsecure lockers, restrooms and hallways.
- Any device left in these areas is in danger of being lost or stolen.
- If an unsupervised device is found, notify a staff member immediately.

Accessing your Account

- Students will only be able to login using their individual school account.
- To ensure the safety of your user account, students must log out of devices when not in use.
- Account login information can be supplied to a student by designated school personnel.

Managing and Saving Your Digital Work

- With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time.
- Prior to leaving the district, or graduating, students wanting to save files need to transfer that information to a personal account prior to unenrolling.

Repairing your Device

Students are responsible for the general care of all electronic devices while in their possession. Devices that are broken, or fail to work properly, must be submitted to designated school personnel and then sent to district IT staff as soon as possible.

- Devices needing repair will need to be given to designated school personnel to have a trouble ticket created. All repairs will be handled by district IT staff.
- Students should never attempt to fix a broken device nor should they have anyone else attempt to fix a device.

Examples of charges for a device or device parts/accessories are shown below. Students and student families will be responsible for all damages to district issued devices if damage is the result of negligence, misuse, or intentional abuse.

(Estimates: All pricing subject to change based on availability.)
Complete replacement of device (depending on type): \$240--\$500
Screen Replacement: \$100 Keyboard Replacement: \$50
Power Cord Replacement: \$50

Internet Use, Safety, and Computer Use Guidelines

Covington County Schools' internet access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the internet by Covington County Schools to anyone whom it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, thefts, and student right of privacy.

Students at Covington County Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors," appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Covington County Schools' technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security. Not engage in any illegal activities on the Internet.
3. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Covington County Schools-related assignment or activity.
4. Not attempt to override or bypass any protection measure that has been put in place by Covington County Schools to block and/or filter access to Internet sites that are not in accordance with policies of Covington County Schools.
5. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of Covington County Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use and Digital Citizenship Policy signature form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes—game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited
 - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or “hacking” of any kind is prohibited.
- Students or staff knowingly violating the terms of agreement will be dealt with according to the discipline policies of the individual school building and Covington County Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or suspension from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using computers or network system, participants agree to indemnify and hold Covington County Schools harmless from any claims or damages arising from such use. The Covington County School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take necessary steps if files are in violation of the district's Acceptable Use Policy.
- Inappropriate media may not be used as a screensaver or background.

Legal Propriety

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Covington County Schools will result in disciplinary actions.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of school policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system and/or Office 365 managed by Covington County Schools. These email systems are monitored by Covington County Schools' Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, spam, or anonymous messages.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by agreeing and adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will

not visit sites that are degrading to others, pornographic, racist, or inappropriate in any way.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Equal Opportunity Policy: It is the official policy of Covington County School System that no person shall, on the ground of race, sex, religion, color, creed, national origin, handicap, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment and provide access to the Boy Scouts and other designated youth groups. Inquiries of complaints regarding compliance with federal regulations on 504, Title I, Title II, and Title IX may be directed to Chris Thomasson, Federal Programs Coordinator (chris.thomasson@cov.k12.al.us), Kelly McCollough, 504 Coordinator, Covington County Board of Education, 807 C.C. Baker Avenue, Andalusia, AL 36420, (334) 222-7571

Covington County Schools

Acceptable Use/Digital Citizenship Policy Agreement

Student Agreement

I have read, understand and agree to abide by Covington County Schools' Digital Device Acceptable Use and Digital Citizenship Policies and Procedures. Should I commit any violation or in any way misuse my device, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken.

Student Signature: _____

Date: _____

Parent/Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Covington County Schools' Acceptable Use and Digital Citizenship Policy and Procedures. In consideration of the privileges and opportunities afforded by the use of the Covington County School District technology and computer resources, I hereby release the Covington County School District and its agents from any and all claims of any nature arising from my student's use or inability to use the Covington County School District's technology and computer resources.

Parent Signature: _____

Date: _____