

## Greene County Schools

### Technology

### Acceptable Use Procedure (AUP)

#### Introduction

Greene County Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Greene County Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Intentional destruction or vandalism of district computers may result in disciplinary action. This includes, but is not limited to: (a) removing any sticker(s) affixed to the machine such as manufacturers name plate and the district applied asset tag, (b) rearranging keys on keyboards, removing keys, removal of case components, etc.
- Greene County Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

#### Technologies Covered

Greene County Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Students who attend the Greene County Schools will be educated about the appropriate use of technology. Teachers and administrators strive to incorporate Internet safety lessons including safe and effective utilization of social networking tools and resources into our daily curriculum. Professional development opportunities on this important subject are offered to teachers sometimes in the form of on-line lessons and information. In addition, family and community outreach programs are offered annually.

As new technologies emerge, Greene County Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

#### Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

#### Web Access

Greene County Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when

browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### **Email**

Greene County Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Per Policy 4.406 (Use of the Internet), personal email accounts or accounts not provided by the school system are prohibited from being accessed on the school network and equipment.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, Greene County Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Greene County Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should use personally-owned devices (including laptops, tablets, smart phones, and cell phones) only as instructed and allowed by teachers. Greene County Schools will not be responsible for any damage (including theft) of personally-owned devices.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**District provided email accounts and online storage**

Greene County Schools is providing student and staff access with Microsoft and Google email accounts and online file storage as needed for instruction. A requirement for obtaining access to the online storage is an acknowledgement of the privacy policies relating to the storage. The Children's Online Privacy Protection Act applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. ***For a child under the age of thirteen (13)*** to obtain access to online file storage, a parent or guardian must sign the section below indicating their consent for their child to have access to online file storage. Please understand that the online file storage is provided by Microsoft or Google and is governed by their privacy policies. The Greene County Schools acts only as a conduit to provide access to the online storage and has no control over the contents or policies. Email provided to students by the Greene County Schools is for restricted use only. The service will only permit students and staff to email each other within those services.

**Limitation of Liability**

Greene County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While Greene County Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Greene County Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**Examples of Acceptable Use**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Examples of Unacceptable Use**

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Please sign and return the last page of this document titled "Greene County Schools AUP Signature Page"**

**Greene County Schools**  
**AUP Signature Page**

**I have read and understood this Acceptable Use Policy and agree to abide by it:**

**Please note: There are three (3) lines below a parent/guardian must sign. Failure to sign any of these lines will result in your child NOT being able to use, or participate in, the appropriate activity.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Employee/Student Printed Name)

\_\_\_\_\_  
(Employee/Student Signature)

**I have read and discussed this Acceptable Use Policy with my child:**

\_\_\_\_\_  
(Parent/Guardian Printed Name)

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

**I have read and discussed this online file storage with my child. By signing below, I give my child permission to utilize the free online file storage provided by Microsoft or Google and acknowledge the privacy policies of this resource are governed by the privacy policies set forth by Microsoft or Google:**

\_\_\_\_\_  
(Parent/Guardian Printed Name)

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

The school or school district may feature my child in the local broadcast and print media, on the school or school district web site, and in district publications and programs.

\_\_\_\_\_  
(Parent/Guardian Printed Name)

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