



Mobile County

PUBLIC SCHOOLS

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Teacher Laptop Checkout Agreement



Mobile County Public School System

P.O. Box 180069 • Mobile, Alabama 36618 • (251) 221-4000

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SUPERINTENDENT Roy D. Nichols, Jr., Ed.D.

MCPSS Network and Technology Procedures

This document has been created to supplement the Mobile County Public School System Acceptable Use and Internet Safety Policy (**Board Policy 3.50**) to ensure proper use of the MCPSS network, Internet services and technology. These procedures apply to any device capable of connecting to the MCPSS network and Internet services.* All users (i.e. administrators, central office personnel, staff, teachers, students, visitors and vendors) are required to adhere to the terms and conditions of this document.

As the use of MCPSS network and Internet services is a privilege, Information Technology Services reserves the right to restrict and/or terminate access for any user found in violation of these procedures, and to remove any and all devices used to violate these procedures, regardless of ownership.

Listed below are terms and conditions that must be met when accessing the MCPSS network and Internet:

Personal Devices:

- All personal devices are **STRICTLY PROHIBITED** from accessing the MCPSS network and Internet services. Doing so can result in disciplinary action or criminal charges.
Section 13A-8-102 <http://www.legislature.state.al.us/CodeofAlabama/1975/coatoc.htm>
- If an authorized guest needs to connect to the MCPSS network and Internet services, they must contact the office of Information Technology Services for approval.

Acquisitions Requirements:

- All devices capable of connecting to the MCPSS network and Internet **MUST** be approved by the Information Technology Services Department regardless of the source of funding. Example: Grants, PTA, State and Federal funding must be purchased from the approved local or state vendor list, No exceptions.
- All donated devices capable of connecting to the MCPSS network and Internet **MUST** be approved by the Information Technology Services Department.

Use of the MCPSS network and Internet services:

- Information Technology Services provides regular software and security updates to district computers through the MCPSS network. Users are responsible for regularly connecting computers to the network to ensure that these updates are downloaded and installed.
- Users may NOT install, employ, or subscribe to software or services that consume network resources without prior approval of Information Technology Services.
- Users are responsible for the protection and confidentiality of user IDs and passwords.
- Users are responsible for the safe, ethical and legal handling, storage, and security of **data**.

Physical Damage/Storage:

- Employees are responsible for the safe and ethical handling, storage, and security of technology **devices**.

Technology Management:

- Technology problems must be reported through the Information Technology Services work order program.
- Employees may be liable for damages caused by: unreasonable use, abuse, neglect, improper service or repair, improper installation of hardware and or software. MCPSS may take disciplinary action against any employee who installs hardware or software without prior permission.
- Lost, stolen or vandalized technology must be reported to police and the resulting case number reported to IT Services within 24 hours.
- MCPSS computers are designed to provide consistent service and configured to ensure network security and compatibility. Anti-virus and security management systems are employed to protect the network from threats and to enforce compliance to district standards at login. Personal computers will not be allowed on the MCPSS network. District computers not meeting district requirements will download and install required software and updates before being allowed on the MCPSS network.

* desktop computer, notebook computer, cell phone, PDA, wireless access point, gaming device, etc.

“WE WILL TAKE THE RESPONSIBILITY FOR THE SUCCESS OF EACH CHILD.”

Mobile County Public Schools

Acceptable Use Policy 2016-2017

Introduction

Mobile County Public 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 21st-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 Mobile County Public 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.
- Mobile County Public 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

Mobile County Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Mobile County Public 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

Mobile County Public 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

Mobile County Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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, Mobile County Public 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

Mobile County Public 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 keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for 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.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

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.

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.

Limitation of Liability

Mobile County Public Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Mobile County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Mobile County Public 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

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

(Student Printed Name)

(Student Signature)

(Date)

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

(Parent Printed Name)

(Parent Signature)

(Date)



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William C. Foster, Ed.D. - District 5

SUPERINTENDENT Martha L. Peek

System Cell Phone Policy

Staff System - Provided Cell Phone Use

The Mobile County School Board recognizes that the use of system-provided cellular telephones may be an appropriate communication device to provide for efficient and effective operation of the Board and to help ensure safety and security. The Board authorizes the purchase of cellular telephones for employee business use, as deemed appropriate. Use of system-provided cellular phones in violation of School Board policies, administrative regulations, and/or state and federal laws will result in the loss of system-provided cell phone privileges with possible disciplinary action up to and including termination.

Authorization

System-provided cellular telephones and plans will be assigned based on the job requirements as determined by the Division and/or Department Supervisor. System provided cell phone usage of less than an average of 10 minutes in a 6-month's period due to non-usage may result in the loss of cell phone privileges.

Usage

- System-provided cellular telephones are provided to carry out School Board business and should not be used when other means of communication are readily available, unless it is necessary for safety, an emergency or in an urgent situation or circumstances.
- Personal use of system-provided cellular telephones should be limited, and such calls should be made or received by alternative means.
- System-provided cellular telephones are not to be given or loaned to others.
- Employees issued system-provided cellular telephones are responsible for their safekeeping at all times. Defective, lost, damaged or stolen cellular telephones are to be reported immediately to the Telecommunications Department.
- Employees, Divisions and/or Departments are responsible for any cell phone accessories.
- All cellular telephones issued to employees are to be reset and returned to Carol Anderson of the Telecommunications Department at the conclusion of employment.

Cellular telephones are not to be used while driving either a School Board owned vehicle or a personal vehicle.

Monitoring

The Telecommunications Department will review the plan usage each month for any unusual charges. Any indications of unusual usage or abuse can result in the loss of the use of the phone by the employee with possible disciplinary action up to and including termination. For the purposes of determining reimbursement and/or abuse the following are just some of the guidelines that may be used:

1. Any charges incurred for excessive personal use shall be the financial responsibility of the employee.
2. Any charges incurred for international roaming without prior approval shall be the financial responsibility of the employee.
3. Damage incurred by misuse to the phone shall be the financial responsibility of the employee.



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Information Technology Telecommunications Cell Phone Conversion Check Off List

- I will make sure that my contacts that I will need from my phone are in my Outlook Contacts.
- I understand that my cell phone will now be erased and reset.
- I have read the Staff System Provided Cell Phone Use Guidelines and understand and agree to them.

Employee Signature _____

Employee Name _____

Employee Number _____

Employee Department _____

System Cell Phone # _____

Data Use and Governance Policy

The Mobile County Public School System Data Use and Governance Policy is based upon, but not limited to, maintaining compliance with the Family Educational Rights and Privacy Act (FERPA). The Superintendent is authorized to establish, implement, and maintain data use and governance measures. These measures shall include establishing data security classifications; implementing procedural, physical, and electronic security controls; managing external data requests; maintaining records regarding security access, and establishing a Data Governance Committee. The data governance measures will apply to Board employees and all Board operations. In addition, this policy will apply to all individuals who are granted access to data in conjunction with any services that they provide at the request of the Board. Any unauthorized access, use, transfer, or distribution of Board data by an employee, student, or other individual, may result in disciplinary action that may include a recommendation for termination and other legal action.

Date Adopted:



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SUPERINTENDENT Martha L. Peek

TEACHER LAPTOP CHECKOUT AGREEMENT

Responsibility/Liability Acknowledgement

I understand that I am responsible for the proper care of the above property assigned to me whether used at school or away from school.

I further understand that I will be liable to the Mobile County Public School System (MCPSS) if the above property is lost, damaged, destroyed or stolen due to my negligence, while it is assigned to me.

I also promise to immediately return this property, upon request, in the condition in which I received it, normal wear and tear excepted.

I understand that if at any time for any reason I leave the system and am no longer employed by MCPSS, I am required to return the above property to the Division of Information Technology immediately.

I also understand that if I experience computer issues during the warranty period (3 years from issue date) I am to contact Arey Jones directly either by email (service@areyjones.com) or by phone (1-800-998-9199).

Acceptable Use Acknowledgement

I agree to comply with the MCPSS's "Acceptable Use Guidelines," which I have previously been provided.

I understand that the above property will be used for official business of the MCPSS, but occasional minimal personal use is allowed.

I understand MCPSS reserves the right to periodically reformat and reimagine the above property without notice which will result in files and data being deleted. MCPSS is not responsible for any personal files or data.

By signing, I understand and agree with the responsibilities and acceptable use terms listed above.

Print Full Name

Date

Signature