



Scott County School District (SCSD) is pleased to offer Internet access to its students, faculty, and staff, in accordance with the terms and conditions of this policy. The Internet is a worldwide system of computer networks, connecting millions of users to its vast library of resources. This technology will help propel our schools through the electronic age by allowing students and staff to access and use these resources, communicate and collaborate with others, and significantly expand their available information base.

CIPA Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the *Children's Internet Protection Act (CIPA)*. CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal usage of network resources. If a user violates any of these provisions, his/her account will be terminated & future access may be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Scott County School District (SCSD) Internet Access Terms and Conditions of Use

Personal Safety

1. User shall not disclose, use, disseminate or divulge personal or private information about himself/herself, minors or any others including personal identification such as, but not limited to, credit card data, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to SCSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.
3. SCSD technology personnel will fully cooperate with local, state or federal authorities in any investigation related to illegal activities conducted through the user's Internet account.

Illegal/Unacceptable Use

1. User agrees not to access, transmit or retransmit any materials(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or SCSD laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is deemed inappropriate to minors.

3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

Any problems are the liability or responsibility of the account holder or user.

System Resource Limits

1. User shall only use the SCSD system for educational and career development activities and limited, high quality self-discovery activities as approved by SCSD faculty for a limited amount of time per week.
2. User agrees not to email chain letters or engage in "spamming" (that is, sending an annoying and unnecessary message to multiple recipients).
3. User agrees to immediately notify his/her teacher or other school administrator if inappropriate information is accessed. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore SCSD may restrict user's right to free speech for valid educational reasons. SCSD will not restrict user's right to free speech on the basis of differing opinions.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.
3. User should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users have the right to inspect the contents of user's files.
4. User has no expectation of privacy with regards to electronic communication, such as email, instant messaging. Per Federal Electronic Discovery rules, all email communication is to be archived for a period of time to be set in the district's retention policy.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Consequences for Failure to Follow Terms and Conditions of AUP

There will be consequences for any user who fails to follow SCSD and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, dismissal or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of SCSD, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

AUP in Plain English

The school district has written this document to help explain the meaning of some of the things in our district AUP, so that you will better understand when you sign the Internet AUP Contract. This document spells out some of the things you should and should not do.

Remember, the main reason we have an AUP is for the safety of our students. This policy includes rules to protect the school district and to help keep our network working as fast as possible. Also, the AUP points out, in plain terms, that the police will get involved in your punishment if you break any laws while you are using the Internet at school. The police are very serious about this, too, and you need to know that they might be watching.

What kinds of things will get you into trouble? Here is a list of some rules to make sure you are using the Internet (and all electronic resources) the right way. Notice, these are the same things you are not supposed to do at school anyway. As you read them, keep in mind that the Internet is in school to help you learn, not to help you play.

- **Internet access is for educational purposes only.** This means that playing games, watching videos, listening to music and exploring your hobbies are not good reasons to use the Internet at school.
- Use of the Internet at school is a privilege, not a right. You can lose that privilege.
- Downloading, copying or sharing of copyrighted materials, software, video, and audio files (using file-sharing or peer-to-peer programs) is absolutely prohibited.
- Chat and instant messenger (IM) programs are not allowed.
- Email and other computer use are not private. Any data transmitted across the school's computer network is school property, and will be monitored for appropriate use.
- Cursing, or using bad words, is not allowed. This includes any inappropriate language used in email, searching the web, or pictures/images.
- Abusive messages or bullying of other students is not allowed.
- Do not ever reveal your full name, phone number, home address, or those of others when using the Internet. If you see another student doing this, report it to a teacher.
- Do not use another person's user account or share your account or password.
- Do not try to break security on any computer or network resource, such as trying to figure a password. This is considered hacking.
- No one is allowed to advertise or sell materials using the SCSD network. (You can't use the school's Internet access to sell something on eBay.)
- Do not view or cause others to view any material which is inappropriate at school. This includes sending or receiving things like copyrighted materials (music, video), threats or harassing messages, pornographic images, obscene or profane materials, illegal or controlled substances, defamatory or discriminatory material.
- Do not install any software programs to an SCSD computer. District technology staff must verify software licensing, compatibility and that all programs are virus-free.
- Do not install devices not been approved by the SCSD Technology staff as safe for the SCSD network. (All equipment used to provide internet access must be installed by SCSD technology.) During the employment tenure with SCSD, faculty or staff members who violate this policy will face a suspension of three days with loss of pay for the first offense and termination of employment for the second offense.
- Do not intentionally damage a computer or technology equipment. Students found guilty of vandalism will face punishment at school and possibly criminal prosecution.
- Student and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law. Only public domain files and resources in which the author has given expressed written consent for on-line distribution may be used.
- **Students** are NOT allowed to bring laptops, notebook computers, "netbooks" or other Internet capable devices to school.
- If a **teacher** wishes to bring a personal laptop/notebook computer to use at school, it must meet the following guidelines:
 - The computer's unique network address/ID must be recorded with the technology department.
 - The SCSD technology staff must scan first scan for viruses and verify installed/updated antivirus software.
 - The computer will be subject to the same standard as district-owned PCs, and will be filtered and monitored for Internet usage (according to the district AUP).
- *NOTE: Internet activity is automatically logged everyday.*

Consequences for violations of above terms and conditions include but are not limited to suspension and/or termination of network and/or Internet privileges, disciplinary action as outlined in the SCSD Student Handbook, and /or referral to law enforcement authorities for criminal or civil prosecution.

**Student Internet Use
Acceptable Use Policy (AUP)
Contract**

By signing this contract, I am certifying that I have read the Scott County Schools AUP and "AUP in Plain English" and I agree to its terms and conditions.

I accept full and sole liability and responsibility for any and all problems, which arise from or are associated with the use of my Internet/electronic resource account. I understand and will abide by the AUP's stated terms and conditions. I further understand that any violation of these terms and conditions will cause me to be punished in accordance with the said consequences. Furthermore, I hereby release and agree to indemnify and hold harmless the Scott County School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Name (Printed Name)

Grade Level

Student Signature

Date

Parent Signature

Date

Parents who do not wish for their children to have access to the Internet or electronic resources must meet with the principal on the school campus and sign a form refusing permission.

For SCSD Employees/Staff

EMPLOYEE HANDBOOK RECEIPT
2017-2018 Employee Handbook
Scott County School District

I have received & read the **Employee Handbook** published by the Scott County School District. I am aware that this signed document will become a part of my personnel file at my assigned school.

EMPLOYEE NAME: _____

SCHOOL: _____

JOB TITLE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Internet/Electronic Use Agreement

I accept full and sole liability and responsibility for any and all problems, which arise from or are associated with the use of my Internet/electronic resource account. I understand and will abide by the AUP's stated terms and conditions. I further understand that any violation of these terms and conditions will cause me to be punished in accordance with the said consequences. Furthermore, I hereby release and agree to indemnify and hold harmless the Scott County School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Employee Signature

Date