

## ALCORN SCHOOL DISTRICT ACCEPTABLE USE POLICY

Alcorn School District (ASD) recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the ASD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. ASD encourages the responsible use of computers, computer networks, including the Internet, E-mail, and other electronic resources in support of the mission and goals of the ASD and its schools.

In order to access district services such as the Intranet and Internet via the District Network, each user must sign an Acceptable Use Policy (AUP) Agreement form stating that they are aware of and acknowledge agreement with all the sections below.

The operation of the ASD network is guided by policy or policies set forth by the Alcorn School Board, Superintendent, district administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to ASD.

Additional regulations and policies pertaining to schools/technology are E-Rate, Children's Internet Protection Act ("CIPA") and Family Educational Rights & Privacy Act ("FERPA").

### MONITORING OF NETWORK USE

All data transferred and /or transmitted over the ASD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music and other digital or electronic files.

### SCHOOL DISTRICT OWNERSHIP

All data transferred over the district network or stored on any district owned equipment/media is the property of ASD.

- Use of the District Network is contingent upon their signing a copy of this Acceptable Use Policy
- Material created and/or stored on the District Network is not guaranteed to be private. Students and staff should expect that files created/stored on the school computer equipment may be viewed by a Network Administrator. District technology staff may examine or monitor any computer equipment at any time to ensure that the computer and/or network is being used properly. District Technology Staff may access any computer equipment at any time for diagnostic purposes or installation of software.

## CONSEQUENCES OF POLICY VIOLATION(S)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken.

All users of the ASD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

## DISCLAIMER OF LIABILITY

ASD disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use.

Because the Internet and E-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, ASD shall not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or staff member while accessing the Internet outside the public school system for any purpose.

While ASD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affecting users, to safeguard users, no system is completely perfect. Those risks must be recognized and accepted by users who sign the AUP.

ASD makes no guarantee that the functions or services provided by or through the ASD Network will be error-free or without defect. The District will in no way be responsible for any damages suffered, including but not limited to loss of data or interruptions of service. The District is in no way responsible for the accuracy or quality of the information obtained through the network. The School District is not responsible for credit card fraud/theft or other damage whether

monetary or otherwise incurred as a result of Internet access provided to the Alcorn School District.

## **FILTERING**

ASD uses an aggressive Content Filter and SPAM filter. ASD complies with the regulations of CIPA, the Children’s Internet Protection Act [Pub. L. No. 106--554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Alcorn School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, ASD will not be held liable.

## **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user designated folders on the user’s computer.

All district employee email will be archived for a minimum of one year.

All district employees and students in Grades 6--12 will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district’s [alcornschools.org](http://alcornschools.org) email system. This includes, but is not limited to teachers who guide extracurricular activities such as clubs, choirs, bands, athletics, etc. District staff who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer’s workspace (storage) using folders to store electronic documentation.

Use of “internet mail” by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their “home” internet service providers is not allowed at this time, as previously stated all communication pertaining to school should be performed on the [alcornschools.org](http://alcornschools.org) E-mail accounts.

## **PROHIBITED ACTIONS**

The following actions on the District Network are specifically prohibited, but are not limited to:

- Installing software, software application, utility, plug-In’s or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Unauthorized access, including so-called ‘hacking,’ and other unlawful activities
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;

- Harassing, insulting, intimidating, or attacking others;
- No cyber bullying behavior shall be all, report all instances;
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non--commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the ASD. Software, files, and/or licenses owned by ASD cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the ASD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines establish and set forth by ASD Technology Office.
- Attempt to bypass network controls and filters;
- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours;
- Do not use personal electronic devices (ex. laptops, iPods, iPhones, blackberries, etc.) on the district's network without permission from the ASD Network Administrator;
- Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network;
- School district employees should not use personal e-mail accounts or messenger services or online social networking sites to communicate with students, regardless of the nature or intent of the message;

**The above list is not all inclusive and will be amended from time to time.**

## STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the ASD is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.alcornschools.org>). All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

Teacher and/or Student organization web sites operating outside the ASD's website must state that they are a separate entity from Alcorn School District. If linking from ASD's main website or an individual school's website, then the following disclaimer should be used:

The disclaimer must read, "DISCLAIMER; you are now leaving the Alcorn School District Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district."

At the external teacher or organization web site, another disclaimer should be posted, "As (a) representative(s) of the Alcorn School District, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. ASD does not endorse this web site for school, academic, business, or any other purposes."

Personal electronic devices used on the district network should have anti-virus and spy ware software installed when applicable.

## iPad or Electronic Device Policy

Here are some guidelines relating to iPad or electronic devices.

- Students are responsible for the general care of the iPad or electronic device they are using and iPad or electronic devices that are broken, or fail to work properly, must be reported to staff immediately;
- No food or drink is allowed next to your iPad or electronic device while it is in use;
- Cords, cables, and removable storage devices must be inserted carefully into the iPad or electronic device;
- Never transport your iPad or electronic device with the power cord and/or headphones or earbuds plugged in. Never store your iPad or electronic device in your carry case or backpack while plugged in;
- Students should never carry their iPad or electronic devices while the screen is open;
- iPad or electronic devices must remain free of any writing, drawing, or stickers UNLESS the iPad or electronic device is protected with removable skin. An identification label with the student's name is acceptable on the iPad or electronic devices;
- Vents CANNOT be covered. iPad or electronic devices must have an Alcorn School District tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result;

- iPad or electronic devices should never be left in a car or any unsupervised area;
- Do not lean or put pressure on the top of the iPad or electronic device when it is closed;
- Do not store the iPad or electronic device with the screen in the open position;
- Do not place anything near the iPad or electronic device that could put pressure on the screen;
- Do not place anything in a carrying case or backpack that will press against the cover;
- Do not poke the screen with anything that will mark or scratch the screen surface;
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks);
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth,
- Be cautious when using any cleaning solvents; Some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent;
- Students are required to use their alcornschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.

## Guidelines

All users are responsible for appropriate behavior on the school's computer network and equipment just as they are in a classroom or on a school playground. Use of a computer resource is a privilege, not a right, and may be revoked if abused. Action can, and will be taken for violation of this Acceptable Use Policy.

Consequences can include:

- Restricted use
- Loss of network access
- In-School disciplinary action, or legal action, including possible criminal prosecution depending on the type of violation. Before legal action is taken, the district shall have proof of such violation.

Each school year users will sign a form stating:

1. I have read the Alcorn School District's Acceptable Use Policy.
2. I understand and will abide by this policy.
3. Should I commit any violation I could suffer the consequences (not all inclusive above).

## ALCORN SCHOOL DISTRICT STAFF ACCEPTABLE USE POLICY AGREEMENT

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_

I understand and will abide by and enforce the Terms and Conditions for Internet and E-Mail use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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A copy of this signed form should be sent to Dylan Lambert at [dlambert@alcornschools.org](mailto:dlambert@alcornschools.org). The Acceptable Use Policy should be retained by the staff member. The signed agreement should be included in the staff member's school personnel file.