

## ADMINISTRATIVE PROCEDURES

Descriptor Term: <b>RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY</b>	Descriptor Code: <b>3225-P</b>	Date Issued: May 11, 1998 Dates Revised: March 13, 2000 January 10, 2011 August 6, 2013 May 28, 2014 June 16, 2014
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### I. Responsible Use of Technology and Internet Safety

Network access is coordinated through a complex association of government agencies and regional and state networks. Responsible use of network access relies on the understanding and proper conduct of the end users who must adhere to strict guidelines. Procedures are provided so that users are aware of their responsibilities in accessing the Network in compliance with ethical, legal, and educational guidelines. Network accounts will be terminated for users who violate any of these provisions and future access may be denied. Signatures on the "**RESPONSIBLE USE OF TECHNOLOGY POLICY AGREEMENT**" indicate the parties have read the terms and **conditions and understand their significance.**

### II. Network Use Goals

- A. To communicate more effectively using technology.
- B. To support the implementation of the North Carolina Standard Course of Study, the IMPACT Model, and local School Improvement Plans for increased student achievement.
- C. To enhance learning opportunities by focusing on the application of skills information retrieval, searching strategies, research skills, and critical thinking.
- D. To promote life-long learning skills.
- E. To provide worldwide electronic mail for staff.

### III. Access Includes

- A. Information, news, and resources from businesses, libraries, education institutions, government agencies, research institutions, and a variety of other digital sources approved by the school principal.
- B. Telecommunications with individuals and groups in other locations.
- C. Acquisition and use of school/district owned/provided software.
- D. Electronic mail for staff and students.
- E. School/district network resources (storage, intranet, shared drives/files)
- F. Class and course sites; virtual learning environments,
- G. North Carolina Cloud Computing resources.

### IV. Responsible Uses include but are not limited to:

- A. The use of a Network account must be in support of education, the North Carolina Standard Course of Study and/or research and must be consistent with the educational objectives of the Asheville City Schools.
- B. Use of any other organization's network or computing resources must comply with the rules appropriate for our network. When creating email accounts with third party providers, it is preferable to use the school email domain with that third party provider.
- C. Transmission of any material in violation of any US or state regulation is prohibited.

## **V. Unacceptable Uses include but are not limited to:**

- A. Violating copyright laws.
- B. Using threatening or obscene material
- C. Distributing protected material.
- D. Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- E. Sending or soliciting sexually oriented messages or images.
- F. Using for product advertisement or commercial purposes.
- G. Using for political lobbying or campaign purposes.
- H. Conveying political or religious views by way of e-mail signature block taglines.
- I. Operating a business for personal gain, sending chain letters, or soliciting money for any reason.
- J. Unsolicited commercial E-mail activities.
- K. Hacking, or gaining access by false pretenses to computers, files, or resources for any reason.
- L. Any activity that divulges another person's e-mail address or other personally identifiable information to a third party. These include but are not limited to "Virtual Greeting Cards", Virtual Flowers" or third party forwarding of Network Content.
- M. Disrupting the school program on/off campus through use of digital tools.

## **VI. Ethical Use**

Users are expected to abide by ACS Policy Codes 3225, 3220, and 3230 and generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- A. Be polite. Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Do not reveal personally identifiable information such as social security number, credit card number, your personal address or phone numbers of yourself, other students or colleagues.
- D. Electronic mail (E-mail) is not guaranteed to be private. School system personnel monitor online activities of individuals who access the internet via school-owned computer.
- E. Do not use the network in such a way that would disrupt the use of the network by other users or the school program.
- F. All communication and information accessible via the internet should be assumed to be intellectual property protected by copyright law.

## **VII. Privileges**

The use of the Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request to deny, revoke, or suspend specific user accounts. A school administrator may close an account at any time as required.

## **VIII. Security**

Security on any computer system is a high priority, especially when the system involves many users. All users must properly log off their system when finished with their network activities. If a user can identify a security problem on the Network, that person should notify the network administrator and not demonstrate the problem to other users. No user is allowed to use another individual's account. Attempts to log-on to network resources, including external internet resources, as a system administrator may result in cancellation of network privileges. Any user identified as a security risk or

having a history of problems with other computer systems may be denied access to Network resources.

## **IX. User Agreement**

A user may access Asheville City Schools Network resources only after returning to the school administration or designee a completed **ACS Responsible Use of Technology Agreement** that includes a user's signature and, if required, a signature by a parent or guardian. This will signify your agreement to adhere to this **Board Policy 3225** and this **Administrative Procedure Responsible Use of Technology**, and follow any additional procedures imposed by local school administration. Documents attached to this Administrative Procedure 3225P include the following and are incorporated in this administrative procedure:

- ACS Responsible Use of Technology Agreement *for students and parents*
- ACS Staff Responsible Use of Technology Agreement
- ACS Social Media Guidelines for Staff
- ACS School Website Guidelines
- ACS Media Release Agreement *for parents*

## **X. ACS Web Site Goals**

- To provide a public, electronic resource/forum;
- To share information about the District, individual schools, and general education issues;
- To enhance teaching and learning;
- To showcase students' work;
- To access student-friendly educational resources, and;
- To provide employees with a resource for intra-district communications.



**ASHEVILLE CITY SCHOOLS STUDENT RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY AGREEMENT** (in accordance with Children's Internet Protection Act [CIPA] and North Carolina Public Law 106-554)

**PURPOSE:** Asheville City Schools provides all students on campus access to the Internet, network resources, email accounts and/or portable computers at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This agreement provides guidelines and information about the limitations that the school imposes on use of these resources. Signing this Responsible Use Agreement signifies compliance with Board Policy 3225, and agreement with the higher standards in this document. Additional rules may be added as necessary and will become a part of this agreement.

### **TERMS OF THE RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY AGREEMENT**

Specifically, the student:

- Will adhere to these guidelines each time ACS provided technology resources are used.
- Will make available any messages or files stored or information accessed, downloaded, or transferred using district-owned technology for inspection by an administrator or teacher. District and school administrators may access all communications and data, including those stored by outside entities for services provided by Asheville City Schools for usage by school faculty, staff, and students.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber-bullying, such as personal attacks or threats against anyone, while using district-owned technology to access the Internet or local school networks shall be reported to school personnel.
- Will behave in a responsible, ethical and polite manner in digital venues.
- Will follow copyright laws and shall only download or import music or other data to a district-owned technology that he/she is legally permitted to reproduce or possess.
- Will actively protect and maintain the privacy of personally identifying information.
- Will use district provided email for academic purposes and understand that this email is not private. District and school administrators may access all communications and data, including those stored by outside entities for services provided by Asheville City Schools for usage by school faculty, staff, and students.
- Will not attempt to access networks and other technologies beyond the point of authorized access. Will not attempt to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords and will be held accountable for password misuse.
- Will not download and/or install any unauthorized data, including malicious software, applications, or games, to any district-owned technology.
- Will not tamper with computer hardware or software, including unauthorized entry into computers, vandalism or destruction of the computer or computer files. Damage to computers or technology systems may result in felony criminal charges.
- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations, including use of a proxy to bypass the filter.
- Will not access or store materials or attempt to locate materials that are unacceptable in a school setting such as, but not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. Specifically, all district-owned technologies should be free at all times of any such materials. Students shall inform staff immediately in the event of inadvertent access of inappropriate material.
- Will keep district laptops and other technology resources secure and damage free. If a laptop or other device is issued to a student, the student must use the provided protective bag or case at all times. This will help protect the device but does not absolve the student from responsibility of caring for the device. Follow the guidelines in the *ACS Parent/Student 1:1 Handbook* when applicable.
- Will back up data and important files regularly. Files may be deleted during required maintenance or in the event of hardware failure. Students are encouraged to back up all personal files on their own storage media.



## ACS Student Responsible Use of Technology and Internet Safety Agreement

By signing this I agree to abide by the conditions listed above and assume responsibility for the care and proper use of ACS technologies. ACS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using ACS technologies is not guaranteed as to accuracy or quality. I understand that should I fail to honor all the terms of this agreement, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the **ACS Student Code of Conduct** and, if applicable, my laptop computer may be recalled.

As the student, my signature indicates I have read or had explained to me and understand this Responsible Use of Technology and Internet Safety Agreement, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes. ***I understand that this agreement applies to the use of any school equipment used both on and off campus.***

Student name (please print): \_\_\_\_\_

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

By signing below, I give permission for the school to allow my son or daughter to have access to the Internet and related technologies under the conditions set forth above. ACS takes all reasonable precautions to ensure online safety including Internet content filtering and promotes proper use of the Internet and related technologies. I understand that no Internet filter can block all inappropriate content. I understand that Asheville City Schools cannot be held responsible for inappropriate content accessed or initiated by students using our network. I accept responsibility for my child's actions if he or she does not abide by this Responsible Use of Technology and Internet Safety Agreement. Furthermore, I accept responsibility for guiding my child's Internet use and for setting and conveying standards for my child to follow when exploring information and media.

In compliance with the Children's Online Privacy Protection Act (2000), Asheville City Schools allows the use of select third party websites and other online services (such as Google Apps for Education, Moby Math, etc.) that may collect individually identifiable information about students under the age of 13 only when parental consent is obtained by school system personnel. My signature below indicates my consent for Asheville City Schools to provide such services to my child.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use of Technology and Internet Safety Agreement.

Please note, highly structured educational activities, such as online testing, will require student use of Internet technologies.

The effective period of this agreement is as follows:

Grades Kindergarten to Fifth – Parent signature each year

Grades 6 to 8 – Parent signature in 6th grade or when the student first enrolls

Grades 9 to 12 – Parent signature in 9th grade or when the student first enrolls

Parent/Guardian name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions about the ACS Student Responsible Use of Technology and Internet Safety Agreement please contact the school administration.

Please contact the school administration to review or change your response to this agreement.

# ACS Faculty and Staff Responsible Use of Technology and Internet Safety Agreement

Location: \_\_\_\_\_

Employee Name (please print): \_\_\_\_\_

I understand that ACS network access and use of ACS technology is a privilege. As such, I agree by my signature below to abide by all such policies and procedures as adopted by Asheville City Schools as specified in the **Asheville City Schools Acceptable Use of Technology and Internet Safety Policy Code 3225 and Procedure 3225-P** in addition to the following:

1. I understand that intentionally or negligently disseminating or distributing personally identifiable student information in violation of FERPA (the Family Educational Rights and Privacy Act of 1974, as amended) will be subject to restriction/suspension of my network privileges and further disciplinary action.
2. Asheville City Schools has the right to review any material stored on any system (including voicemail) provided by the school system and to edit and remove any material. I hereby waive any right which I may otherwise have in and to such material. District and school administrators may access all communications and data, including those stored by outside entities for services provided by Asheville City Schools for usage by school faculty, staff, and students.
3. In consideration for using the ACS Network and having access to public networks, I hereby relieve Asheville City Schools and its officers, employees, and agents from any claims and damages arising from my use of or my inability to use the ACS Network. I understand that it is my personal responsibility to make backup copies of files that are important to my job.
4. I understand that any violation of the **Asheville City Schools Acceptable Use of Technology and Internet Safety Policy and Procedure** is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.
5. I understand that I am responsible for all activity performed under my ACS Network account and ensure that my account information will be secured.
6. I understand that Network access is intended for educational purposes. I recognize it is impossible for Asheville City Schools to restrict access to all controversial materials, and I will not hold Asheville City Schools responsible for materials accessed on the network.
7. I also understand it is my responsibility to ensure that students under my charge have a signed **ACS Responsible Use of Technology and Internet Safety Agreement** on file before I allow student access to the internet and other network resources; and that I teacher, model and reinforce responsible use of technology and online safety practices when working with students.
8. I understand and welcome the opportunity to communicate with the educational community via email and understand that as part of my employment I may have my full name, picture, and ACS Network email address posted on publications including district websites. I understand that my voice, name, and image may be included in school or district publications including web pages, presentations, productions, press releases, and print media. I understand that my full name may be included with my image.
9. I further certify that the information I provide on this form is correct.

*Requests for exceptions to this agreement may be submitted in writing to school principals for review.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Signed copy will be placed in Personnel File.

It is your responsibility to notify Asheville City Schools in writing of any relevant changes to this agreement.