



"RAISING THE STANDARD"

Computer/Internet Appropriate Use Policy

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Jackson County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources.

The system administrations (authorized faculty members) are employees of the Jackson County School District and are authorized and required to monitor all activity on school network facilities.

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. The purpose of this list of guidelines, as well as the contract for Internet use, is to make sure that all who use the Internet use it in an appropriate manner.



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Overview

Jackson County School District is CIPA (Children's Internet Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the computer.

PERSONAL SAFETY

1. Users will not disclose use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites – such as their full name, home or email address, telephone number, and social security number.
2. Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
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 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.



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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.

System Resource Limits

1. User shall only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes (ex. eBay).
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to send, forward, or post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people), send/forward mass email files that do not contain educational/instructional content across the district network.
4. User shall not access or read other employees e-mail unless approved by a school administrator, superintendent, and /or the district technology director.
5. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim or intentional violation of this policy.
6. User agrees not to provide access to the Jackson County School District's technology for third parties without prior agreement of Jackson County School District.
7. User agrees not to attempt to damage computer equipment or software or attempt to alter software configuration.
8. User agrees not to allow anyone to work on Jackson County School District computers and network equipment without permission of the district technology staff. Students are NOT to be allowed to work on equipment or download software on computers without the supervision of the Jackson County Technology Staff.

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9. User agrees not to use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources such as:

- play on-line games, music, run websites resident (weather, etc.) chat and/or ANY instant messenger service (ex. AOL, MSN, Yahoo, etc.). All use should serve an instructional purpose and be educational in nature.
- download any software that allows movies, music, etc., to be viewed or played on the Jackson County School District network (ex. Kazaa, Napster, WinMX, Morpheus, etc.)
- use of proxies to bypass the content filter for use of social networking sites or other sites specifically blocked by the filter which are deemed inappropriate for student use.



User Rights

1. Users 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. The only exception will be for academic research by a staff member with the approval of school administration, an administrative check of social network sites, and YouTube safe video requests.

The JCSD uses Lightspeed Total Traffic Control to filter websites. The filter is provided to assist in the protection of our students due to inappropriate content on the Internet. Even though the district makes every effort to block inappropriate and offensive content, there is not an appliance that can guarantee 100% of such content via the Internet. In the event inappropriate content is accessed, the District will not be held liable.

Sites are blocked due to settings in an appliance and monitored by the Lightspeed company. Many times sites can be incorrectly categorized. Teachers, staff, and/or administrators may e-mail the technology department to review the site. If the site is blocked due to being categorized incorrectly, the site will be re-categorized for educational use.

YouTube has many videos that are instructional along with content that is NOT appropriate for educational use. Jackson County School District via Lightspeed has the ability to allow certain YouTube videos to be used in the classroom. A teacher may request a YouTube video via e-mail to be placed on the "safe video" site. The exact YouTube URL or the subject/title being requested should be included in the e-mail.

The site will be reviewed, and if the video is appropriate for educational use, it will be placed on the "safe video" site for approval by the principal of the school. The principal will send the link to the teacher so the video can be used in the classroom.

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User Rights continued

2. Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.

- A. The school district does not provide server space for teacher and student data storage use. Each teacher is provided a PC for classroom use and some teachers have a laptop computer for classroom use. Computer labs are provided for student use. Data is stored both on the teacher computer and student computers, but there are no backups performed by the school or district on a regular basis on any of the individual computers or laptops.

The computer of any staff member terminated by the district is isolated by the administration until it is determined there has been no data stored on the machine that would be required for evidence in legal proceedings by or against the district.

- B. The school district provides e-mail accounts for every staff member with computer access. E-mail accounts are provided for students on a very limited basis for special needs students. The student accounts are monitored by specified teacher requesting the accounts. Some technology classes that teach computer skills have e-mail accounts with an on-line service.

The district e-mail server is backed up once a week for replacement purposes. This backup is overwritten each week with the current backup. Jackson County School District has an e-mail archive system in place. All in-bound and out-bound e-mail is being archived and stored for eDiscovery purposes for a period of five years. All in-district e-mail will be archived and stored by the beginning of the 2009-2010 school year. Any e-mail tagged as SPAM will not be saved and archived.

Jackson County staff members should use district e-mail to conduct all school related business rather than personal e-mail accounts. By federal law, the use of personal e-mail accounts to conduct school business is subject to discovery.

3. Under no conditions should a user provide his/her password to another person or use another person's password.

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User Rights continued

4. User should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. 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 shall have the right to inspect the contents of their child's user files.
5. 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.
6. Use electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school computers for Jackson County School District students.
7. User shall report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.
8. User shall close the Internet browser and e-mail program when not actively in use.
9. User shall report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.
10. Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
11. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.
12. Teachers may use their personal Apple iPad for instructional purposes. They may connect to the district wireless by submitting a technology helpdesk request. The district will not be responsible for theft or any damages that may occur to the personal iPad while on school property.

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Teachers, staff, and administrative personal PCs or laptops will not be connected to the district network due to virus issues. Visitor notebook computers may be connected to the district network after a technology staff member has examined the device for updated virus protection.

13. Use of social media sites such as MySpace, Facebook, forums, blogs, etc., is prohibited at all times utilizing district equipment.

Employees should also understand the posting of content on social networking sites during hours of employment on personal devices is prohibited.

Employees should understand fraternizing with students via the Internet/Social Media is prohibited.

The district realizes these sites are very popular and want to remind employees who choose to post to these sites on their personal time should do so with extreme caution. These sites are not as private as they may seem and once information is posted, it is there for anyone with specific contact information to view and often share with others.

All Jackson County School District employees should understand that inappropriate material and/or conduct posted on social media sites can adversely affect the employee's ability to carry out the responsibilities of his or her job.



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Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the Internet. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use.

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

State Statutes:

Ms. Code, 1972, SEC 97-5-27. Disseminating sexual material to children, penalties; SEC 97-29-45. Obscene electronic and telecommunications, penalties; SEC. 97-45-3. Computer fraud, penalties; SEC. 97-45-5. Offense against computer users, penalties; SEC/ 97-45-7. Tampering with computer equipment, penalties; SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act
18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act
S984: Parental Rights and Responsibilities Act

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Signatures

1. Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Jackson County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

2. The AUP will be signed by the student, a student's parent, any teacher, administrator, staff, and parent or community member using computers on campus.

3. The AUP must be dated and signed each year.

4. This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.



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**Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT
Administrator/Teacher/Staff Agreement**

(Please go to our website to obtain the printable form)

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand if I violate the rules outlined in this policy, it may adversely affect my ability to carry out the responsibilities of my job for which I'm hired. Violation of this policy may terminate my access to the Internet and e-mail, and I may face other disciplinary measures.

Signature _____ Date _____



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**Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT
Guest Agreement**

(Please go to our website to obtain the printable form)

Guest Name _____

Address _____

Phone _____

Staff Member _____

I have read the Jackson County Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand my access may be terminated at any time.

The purpose for which this access is provided is:

I agree to limit my use to activities related to the above stated purpose.

I hereby release the Jackson County School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the Jackson County School District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____



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**Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT
Student Agreement**

The student/parent agreement form formerly found in this section is currently being handled through the JCSD on-line registration process, infosnap.