FRANKLIN COUNTY PUBLIC SCHOOLS

Acceptable Use Policy

This policy shall apply to all students, faculty, staff, and users of any of the electronic network, hardware, and software provided by Franklin County Public Schools.

Revised June, 2012

Acceptable Use Policy Introduction/Vision

Franklin County Public Schools recognizes that access to technology in school gives the student a greater opportunity 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. Technology is an integrated component in the lives and education of the students and staff. It is also in a state of constant change.

Along with providing a plethora of information, the explosive growth and use of the Internet has made possible entirely new forms of social interaction, activities, and organizations. Young people who are drawn to these new forms of socialization easily adapt to the new technologies; however, unfortunately, they do not always have the experience or knowledge to understand the potential risks.

Franklin County Public Schools, in collaboration with parents and community members, strive to educate and support students to take advantage of the Internet's benefits while reducing its risks.

Those risks are identified as follows:

- Inappropriate Contact - Students need to know how to recognize and protect themselves against contact with cyberbullies, hackers, phishers, and predators. People are not always who they say they are.
- Inappropriate Content - This includes both content that is viewed and content that is uploaded by users. Students need to understand that the Internet is *forever*. Everything they post online is tracked and stored and will follow them to college entrance interviews and future job interviews.
- Inappropriate Conduct - Because the web environment can feel anonymous, some youth act with diminished social inhibitions. Students need to understand that the Internet is a public forum: anonymity is a myth. They always need help to be the good person online that they are when they are offline.

Applications and hardware are continually developing. It is the school's responsibility to give access to technology, teach students how to use technology and access information responsibly, protect students from inappropriate content, and assure students responsibly use technology. As an educational system, Franklin County Public Schools will prepare our students to effectively and responsibly use the technology that they use (or will use) in their daily lives.

To that end, we must balance the need to understand and use technology while protecting our students from inappropriate content. We will allow the use of the technology, but we will restrict the content. We will provide access to the technology tools such as e-mail, social networking sites, videos archives, music sites, animation. We must ensure students understand how to use them in an acceptable and safe manner.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies. Personal devices are not allowed on the Franklin County Public Schools network for security reasons; however, should users manage to obtain access to the division's network with a personal device, the same guidelines of this AUP shall apply.   The Franklin County Public School network is intended for educational purposes and legitimate school related activities.

- 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).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary or legal action.
- Franklin County Public Schools makes a reasonable effort to ensure users' 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 the Technology Services staff immediately of any concerns for safety or security.

Internet Ethics

An old adage tells us "Character is what you do when no one is watching."

Online, people can feel invisible and capable of doing things they normally would not in person or in public - things that they know might be wrong. As the Internet becomes an indispensable tool for everyday life, it is more important than ever to dust off the concept of "citizenship" and apply it to the online world.

Relatively new terms, "cybercitizenship", "cyber ethics", and "netiquette" refer to responsible cyber social behavior. These terms refer to what people do online when no one else is looking. As people go online in increasing numbers, cyber ethics is critical. Poor e-habits can start at an early age. Unfortunately, we are learning all too well that people armed with computers can be dangerous and cause serious damage and harm, regardless of whether they are being mischievous or trying to intentionally commit cybercrimes.

Ethical Behavior in Use of Information
•Respects the principles of intellectual freedom.
•Respects intellectual property rights.
•Uses information technology responsibly.

Technologies Covered

Franklin 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, Franklin 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.

Acceptable & Unacceptable Use

Access to the Division's computer system and technologies provided by the Division are intended for the purposes of education or research and be consistent with the educational objectives or for legitimate school business. Each user is responsible for his or her actions on the computer system.

Examples of Acceptable Use

I will:

- properly use and care for the hardware and software which I have been trained to use and refrain from using technology for which I have not received training.
- 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 a teacher, administrator, supervisor, and/or the Technology Services staff if there are any problems with operations.
- encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- alert a teacher, administrator, supervisor, and/or the Technology Services 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.
- use school technologies for educational, administrative, and/or professional development.
- 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.

Examples of Unacceptable Use

Prohibited conduct includes but is not limited to the following--

I will not:

- use the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
- 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 person.
- use inappropriate or unacceptable language online.
- use school technologies for illegal activities or to pursue information on such activities.
- attempt to hack or access sites, servers, or content that is not intended for my use.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- use a cell phone, portable device or other similar electronic device to distribute pictures or videos of sexually explicit images, referred to as "sexting."

This is not intended to be an exhaustive list. Users should use good judgment when using school technologies.

Vandalism

Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

Web Access

Franklin 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 the Children's Internet Protection Act 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 should not be, the user should follow district protocol to alert a Technology Services staff member or submit the site for review.

Electronic Mail

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

If users are provided with email accounts, the accounts should be used with care. Users should not send personal information or attempt to open files or follow links from unknown or untrusted origin. Users should use appropriate language and only communicate with other people as allowed by the district policy.

If it becomes necessary to carry out personal communication during the school day, users are expected to use their personal email accounts. Though the correspondence may be personal, if it is transmitted across the division's network, it is still subject to the same AUP rules and guidelines.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All division electronic mail usage will be monitored and archived. Electronic mail may be accessed by the Division.

Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Franklin 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

Franklin 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 the user's care. Users should report any loss, damage, or

malfunction to the Technology Services 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 will 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 expressed permission from the Technology Services staff. A separate channel for Internet access   may be provided for non Franklin County Public Schools devices used by visiting vendors, reporters and a number of other individuals conducting business with Franklin County Schools.

Any personal device brought to school will be subject to monitoring by the Technology Services staff.

Security

Computer system security is a high priority for the School Division. If any user identifies a security problem, the user shall notify a teacher, administrator, supervisor, and/or the Technology Services staff immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. 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 a user believes a computer or mobile device he or she is using might be infected with a virus, the user should alert the Technology Services staff. The user should not attempt to remove the virus 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 the Technology Services staff.

Users may be able to download other file types, such as images of 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 shall not forge, intercept or interfere with electronic mail messages.

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 would not want others to see. Once something is online, it is out there and can sometimes be shared and spread in ways the user never intended.

Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

Plagiarism

Users should not plagiarize (or use information as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not 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 a 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 a user sees a message, comment, image, or anything else online that makes the user concerned for his/her personal safety, bring it to the attention of a teacher, administrator, supervisor, and/or the Technology Services staff immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not 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. Users should remember that all activities are monitored and retained.

Limitation of Liability

Franklin County Public Schools makes no warranties for the computer system it provides. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information or service interruptions.   The Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

While Franklin 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.

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

User Privileges

Users have instructional permission to:

- use all authorized hardware and software for which they have received training.
- access the Internet and outside resources to retrieve information.
- access internal (Intranet) resources for which they are authorized to access and use for educational purposes.

The result of adhering to the above will facilitate learning and enhance educational information exchange.

Violations of this Acceptable Use Policy

Users violating any of these Rights and Responsibilities will face disciplinary action described below:
- Suspension of network, technology, or computer privileges
- Notification to parents, supervisors, and/or appropriate authorities

- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

ACCEPTABLE USE POLICY

YEARLY AGREEMENT FOR GRADES K-12

Definition

The use of technology in the Franklin County Public Schools is a service extended to students, staff, and volunteer members to enhance learning and educational information exchange. For the purpose of this policy, technology includes, but not limited to TV/DVD players, video equipment, the technology lab software and equipment, the library media center/LMC lab software and equipment, office software and equipment, and classroom software and equipment. Each user of technology shall read this document and sign the User's Responsibility Declaration form. The intent of this policy is to recognize and comply with existing federal requirements for privacy and Internet Safety, The Children's Internet Protection Act, and to ensure a safe and responsible use of district technology within the school.

Educational Staff Responsibilities:

- Staff will monitor students while they are using computers and other technology.
- Staff will ensure that the students are using technology with educational purpose.
- Staff will guide research.
- Staff will remind students of the Acceptable Use Policy **(AUP).**

When **parent and guardians** sign that they understand the Acceptable Use Policy of Franklin County Public Schools, they are agreeing that they:

- Understand that Internet access is designed for educational purposes.
- Recognize that it is impossible for schools to restrict access to all controversial material even with Franklin County Public Schools personnel staff members monitoring students' access.
- Will not hold Franklin County Public Schools responsible for materials acquired on the network.
- Give the student permission to access the Internet services at school.

- Understand that this privilege may be revoked if the student violates the Acceptable Use Policy.
- Violations of laws regarding the Internet may result in criminal prosecution as determined by law enforcement officials.
- Authorize Franklin County Public Schools to use photographs or videos of students (pictures or names, not both) for educational purposes for online media to include but not limited to Franklin County Public Schools websites.

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/student:

_____
(Parent Printed Name)

_____   _____
(Parent Signature)   (Date)

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy IIBEA and the Acceptable Computer System Use Policy. If you have questions about these policies, contact your supervisor or your school principal.

I understand and agree to abide by Franklin County Public Schools Division's Acceptable Computer System Use Policy. I understand that the Franklin County School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

I have read and understand the Acceptable Use Policy and agree to abide by its content.

_____

Faculty/Staff - Printed name

_____   _____

Faculty/Staff - Signature   Date