



ACCEPTABLE USE POLICY (AUP)
FOR MIDDLE SCHOOL STUDENTS (4-8)

Internet access has been available in the Charlton County School System since 1997. We are very pleased to continue to provide access to our schools. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation.

Therefore, it is the belief of the Charlton County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy, which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

Charlton County School System (CCSS) will enforce the administrative procedures included in this policy. This policy does not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

ELECTRONIC USE GUIDELINES

The Charlton County School System (CCSS) guidelines provide for users to become aware of their responsibilities.

If a CCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken that could result in the initiation of legal action.

Student Due Process:

If a Charlton County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary action may be taken which could result in suspension or initiation of appropriate legal action.

The site administrator or designee will investigate allegations of student violations of the *CCSS Internet Acceptable Use Policy/Procedures*. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the *Charlton County School System Code of Conduct* will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.



TERMS AND CONDITIONS

I. ACCEPTABLE USE

Access to the school's Electronic Network (EN), which refers to the use of the Internet/On-line/Email/School Web Page programs are provided for educational purposes and research consistent with the school system's mission and goals.

II. PRIVILEGES

The use of the school system's EN is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a use has violated these procedures and may deny, revoke, or suspend access at any time.

III. ACCEPTABLE AND UNACCEPTABLE USE GUIDELINES FOR ALL USERS

The **USER**, refers to all student and staff employees, is responsible for all his/her actions and activities involving the network/internet/emailing.

Guidelines:

USER activities are permitted and encouraged:

1. School work;
2. Original creation and presentations of academic work;
3. Research on topics being studied in school;
4. Research for opportunities outside of school related to community service, employment or further education.

USERS activities that are NOT permitted when using district or personal technologies include but are not limited to:

A. USERS will NOT access or send materials or communication, which are:

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school's policy on harassment
7. Harassing
8. Illegal



IFBG-R

- B. USERS will NOT use the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of a school rule or a local, state or federal regulations
- C. USERS will NOT copy or download copyrighted material connected to the school system's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system. Copying and downloading of any copyrighted material should adhere to Federal Copyright Laws - <http://www.copyright.gov/>
- D. USERS will NOT Plagiarize or represent the work of others as one's own
- E. USERS will NOT use the network for private, financial, political, or commercial gain
- F. USERS will NOT share their email or network password with anyone
- G. USERS will NOT attempt to read, delete, copy, or modify the e-mail of other users and deliberately interfering with the ability of other users to send/receive electronic mail
- H. USERS will NOT share online any student or staff personal information
- I. USERS will NOT use the email account to conduct commercial or for-profit business activities
- J. USERS will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material
- K. USERS will NOT download any materials that are not related to course work
- L. USERS will NOT plagiarize or represent work of others as their own
- M. USERS will NOT research for inappropriate materials
- N. USRS e-mail correspondence will be monitored by the onsite advisor for the online course
- O. USERS will NOT upload viruses or other destructive computer files; hack into the district or external computers; intentionally bypassing the district filters; and purposely damaging any data on the network
- P. USERS will NOT use of USB, bootable CDs, or other devices to alter the function of computer or a network
- Q. USERS will NOT use or participate in the use of online non-educational uses such as games, role-playing multi-user environment, gambling, junk mail, chain mail, jokes, chat rooms, instant messaging
- R. USERS will NOT damage or modify any computers, printers, other equipment or network devices attached to the network
- S. USERS will NOT use personal email accounts, not district-provided e-mail accounts, on the district network, unless given prior permission by their school level administrator
- T. USERS will NOT utilize any software having the purpose of damaging the school system's servers or other user's equipment
- U. USERS will NOT posting material unauthorized or created by another user without his/her consent
- V. USERS will NOT post anonymous messages in e-mails or on their school webpage



- W. USERS WILL send to their building level administrators all message postings or e-mails for prior approval for **ALL** school or non-school community functions
- X. USERS will NOT use the network while access privileges are suspended or revoked

IV. WARRANTIES

Charlton County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Charlton County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

V. ADOPTED BOARD POLICY FOR PROTECTION OF CHILDREN’S INTERNET SAFETY (Adopted May 21, 2002; Updated 6-19-2012)

It shall be the policy of the Charlton County Board of Education that the school district shall have in continuous operation, with the respect to any computers belonging to the school having access to the Internet:

- 1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
- 2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response in accordance with FCC’s Report and Order FCC 11-125 rulings released August 11, 2011;
 - d. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - e. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - f. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.



CIPA BACKGROUND

Full text of the Children's Internet Protection Act

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAFaq.asp>

VII. INTERNET FILTERING

The Charlton County School System is presently using an advanced filtering solution to choose access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Charlton County School System.

It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that CCSS has put in place.

Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited.

V. COMPUTERS

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period. A domain policy will be implemented that will automatically lock workstations when no activity has been detected after 30 minutes. Computer(s) will be secured if a staff member is not there to monitor them.

At no time will personal equipment (computers, laptops) or peripheral equipment (PDA's, digital cameras, external drives, etc) be used on the network only by prior written approval from the administrator and media staff at each school. This is to ensure that malicious software and viruses do not breach security.



VI. SOFTWARE

To ensure the integrity of the network and programs running on the network, users are expressly prohibited from installing or running unapproved software programs. If users receive written approval from the administrator and designated tech person, they may load and use software. They may load other software by prior written approval. The school system complies with copyright and license laws by only installing and running software for which the school system is an authorized user and has obtained a license agreement.

All software installations must be coordinated through the tech office and media staff in order to ensure compatibility with the server and workstation operating systems that are used throughout the school system.

Copyrighted material must not be placed on any system connected to the network. No software should be uploaded to the servers.

If prior approval is not acquired before using personal equipment and/or software on the CCSS network, the equipment and/or software may be confiscated. If a user needs written approval for use of personal equipment and/or software, they must contact the media staff or administrator at your school for an official form.

VII. VIRUS PROTECTION

All software must be run through an anti-virus package before being installed on the network. All computers in the school system will have anti-virus and anti-spyware software loaded on them. All files downloaded from the Internet must immediately be scanned for viruses.

VIII. SECURITY

Network security is a high priority:

1. If the user identifies or perceives a security problem or a breach of these responsibilities on the EN, he/she should immediately notify the administrator or media specialist – the problem should not be demonstrated to others.
2. Attempts to login to the network as a system or site administrator will result in immediate cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Any CCSS user who gives another user their login information will



have their network and computer privileges revoked.

IX. NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of the network etiquette. These include but are not limited by the following:

- A. Be polite. Do not become abusive in messages to others.
- B. Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language.
- C. Do not reveal the personal addresses or telephone numbers of students.
- D. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to **ALL** mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in any way that would disrupt its use by other users.

X. VANDALISM

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of CCSS computer equipment should not be used for unauthorized access to other networks.

XI. USER INFORMATION

All CCSS users must complete and return a new AUP Agreement form annually. (Student/Parent – AUP Agreement Form)

XII. ACCEPTANCE

All terms and conditions as stated in this document are applicable to the Charlton County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to federal and state legal regulations.



MIDDLE SCHOOL (4-8)
AUP Student & Parent Sign-off Sheet

I, _____, have read and understand Charlton County School System Acceptable Use Policy (AUP) and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Student's signature

Dated

1. As the parent or legal guardian of the above student, I have read the Charlton County School Systems Acceptable Use Policy (AUP).

If the YES box below is checked, I, the parent or legal guardian of the above student, give my express consent to his/her use these resources and agree to ensure that my child understands and abides by the terms and conditions of the "Acceptable Use Policy & Guidelines for Students.

If the NO box is checked, I understand that my child will not be able to use school technology to:

- Perform basic word processing, build spreadsheets, or browse the Internet
• Conduct research on classroom or library computers
• Search the school library catalog for books/resources
• Download educational videos, podcasts, simulations, or content
• Publish student work
• Fulfill requirements in business education, technology, computer science, engineering, or other technology-based classes
• Conduct science experiments using computer-based simulations or probes
• Do computer presentations in class
• Engage in distance learning experiences
• Complete online testing required for some courses (AP, language tests)
• Use clickers or other classroom assessment technologies
• Engage in online collaborative projects
• Engage in electronic discussions with experts outside the classroom
• Share or exchange files with students in or outside the classroom
• Store student work for retrieval at home
• Complete college applications or apply for financial aid

YES [] NO [] use of district technology resources

All students, regardless of age, must have this acknowledgement signed by a parent or guardian in order to access technology resources at school.

Parent/Guardian signature

Date

Only For Office Use: Check here if this information has been entered by the school registrar in the PowerSchool student information system.



Student Permission Form
To Publish Student Image on
World Wide Web

Release form for publishing student information to the parent/guardian of (student name)

The Charlton County School System publishes a variety of information about our school and its activities on a portion of the Internet known as the World Wide Web (WWW).

Your child has been working with _____ at _____ school's Web page.

_____ We wish to include your child's first name and/or photograph on our Web page.

_____ We wish to publish, on our Web page, the following names work that your child has produced.

Your signature below acknowledges permission for this information to be published on the World Wide Web.

NO YES My child's first name may be published electronically on the WWW.

NO YES My child's photograph/video image may be published electronically on the WWW.

NO YES My child's named work may be published electronically on the WWW.

I hereby give the above permissions and release Charlton County School System and this school from liability resulting from or connected with the publication of this information.

(Parent or guardian signature)

(Date)_____/_____/_____

Only For Office Use: Check here if this information has been entered by the school registrar in the PowerSchool student information system.



Personal Computing Equipment
On the Charlton County Schools Network

No personal computing equipment shall be placed on the CCSS network prior to meeting the following conditions and signing of this form. Use of this equipment on the CCSS network requires compliance with current district Internet Acceptable Use Policies.

- 1. The building administrators designated school tech person (STP) will check the hardware; OS patch, Virus definitions, and network compatibility with our network prior to connecting the device to the network.
2. All updates and patches for the Operating System must be up to date.
3. Virus protection must be installed with virus definitions kept up to date.
4. All software must be licensed by the employee; CCSS will not provide or load software onto a personal computing device.
5. All hardware and software issues, other than the connection to the CCSS network, will be the responsibility of the employee / owner of the device. CCSS will not provide technical support for personal hardware other than the connection to the CCSS network.
6. The STP may deny any device that does not meet all of the above criteria. In such a case, the STP will inform the employee of the specific deficits of the device so that they can either remedy the deficits or choose not to connect the device to the network. This also applies to any device to be found with deficits listed above, viruses, or faulty hardware. The STP will disconnect any equipment that becomes a liability to the safety and security of the CCSS network even if previously approved to not be a liability.
7. Any theft, damage or vandalism that occurs to the device will be the responsibility of the employee / owner of the device in question. Personal devices will not be covered under the CCSS insurance policy. The employee will assume this risk and does not hold CCSS liable for any damage that occurs to a personal network device.

Equipment used to connect to or modify current CCSS network infrastructure is not authorized for use. This equipment would include, but is not limited to; network hubs, switches, wireless access points, routers, VOIP phone devices; personal wireless phone connectivity through the CCSS network.

I have read and understand the above guidelines relating to any personal computing equipment that I bring into CCSS. I agree to the terms and conditions stated above.

Name: _____

School: _____

Room # _____

Equipment Description to be brought in:

Signature: _____ Date: _____

Only For Office Use: Check here if this information has been entered by the school registrar in the PowerSchool student information system.