

Turner County Schools - Technology Acceptable Use Policy

Turner County Schools views the use of the technology device as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of TCS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the **Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.**

Turner County Schools recognizes that access to technology in school gives students greater opportunities 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. To that end, we provide access to technologies for student and staff use.

These Acceptable Use Procedures outline the guidelines and behaviors that users are expected to follow when **using school technologies or when using personally-owned devices on the school's network and campus.**

- The **Turner County Schools' network** is intended for educational purposes.
- 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).**
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Turner County Schools will make a reasonable effort to ensure students' 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 school level principal or assistant principal immediately of any concerns for safety or security.

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Technologies Covered

Turner County Schools may provide Internet access, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more.

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: **be safe, respectful, and responsible**; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access

Turner County Schools provide its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the **TCS' 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 shouldn't be, the user should follow district protocol to alert the Technology Department to submit the site for review. The user should submit a helpdesk ticket via Freshdesk website, the district's helpdesk support software program for review. It is our goal to maintain a safe and engaging learning environment for all learners both online and in the classroom.

Google Apps for Education (GAFE)

TCS will provide students with Google Apps for Education accounts. GAFE includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the TCS. **This agreement ensures Turner's Google student accounts are protected and not marketed for commercial purposes.** GAFE runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. GAFE usage may be monitored and archived.

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GAFE is primarily for educational use. Students may use GAFE for personal use subject to the school rules and policies that may apply. Examples of approved personal use relates to college and career ready resources and requirements - i.e. SAT Application/Prep; Job and College Applications.

Social/ Collaborative Content

Recognizing the benefits collaboration brings to education, TCS 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 Procedures

Turner County Schools will provide Chromebooks 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 your care. Users should report any loss, damage, or malfunction to the Media Center immediately. Users may be financially accountable for any damage resulting from negligence or misuse (*see guidelines within the Device Usage Policy*). Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Procedures

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) **turned off and put away during school hours, unless instructed by a teacher or staff for educational purposes.**

Because of security concerns, personally-owned mobile devices should not be used over the school network without express permission from the building administrator.

Security

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 you believe a computer or mobile device you are using might be infected with a virus, please alert the Media Center. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

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At Home Responsibilities

The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Parent/Guardian Monitoring Suggestions:

- Investigate and apply parental controls available through your home based internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Examples of Acceptable Use

I will:

- 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 staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts).
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- 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.

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

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- 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.

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- Post personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

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

Limitation of Liability

Turner County Schools will not be responsible for damage or harm to persons, files, data, or hardware. While TCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

TCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of these Acceptable Use Procedures

Violations of these procedures may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

This Chromebook and network are the property of Turner County Schools and is for authorized use only.

The use of this Chromebook or any device connected to the network is governed by an Acceptable Use Agreement.

Using this Chromebook or connecting to the school system network in any way constitutes your acceptance of this agreement and willingness to adhere to all of the guidelines contained within it.

Users of this computer system or associated network (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all data stored or transmitted over the network may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel and law enforcement.

Failure to comply with the Acceptable Use Agreement and all applicable laws will result in disciplinary actions, up to and including expulsion from school and criminal prosecution.

At the end of the school year, or If a family leaves the District, but does not return the Chromebook and its charger, they will be charged for the full replacement costs, and standard rules for the restriction of records and transcripts would apply.

I have read and understood these **Acceptable Use Procedures** and agree to abide by them.