



ACCEPTABLE USE POLICY

Policy IJNDB Use of Technology Resources in Instruction

Issued 12/03

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

DCSDNet ACCEPTABLE USE POLICY

The purpose of the DCSDNet acceptable use policy is to provide the procedures, rules, guidelines and the code of conduct for use of technology and the information network in the Darlington County School District.

Definition

The definition of "information network" is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software and stored files. This includes but is not limited to electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, portable/hand-held devices and new technologies as they become available. Stand alone workstations are also governed by this acceptable use policy.

Introduction

Darlington County School District network (DCSDNet) provides resources for teaching and collaboration, communication services and business data services by maintaining access to local, regional, national and international sources of information.

The DCSDNet information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required or prescribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services inside and outside of the DCSD network while using district-issued equipment. The user is solely responsible for all resources issued or assigned to him/her. This includes equipment as well as login / specialized access information. In addition, any personal equipment used to access the Internet or other district resource is subject to the same rules and regulations outlined in this policy. The district monitors all Internet and local network activity. Disciplinary action will be taken for any individual abusing or misusing technology resources.

Disclaimer

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. The district maintains and monitors the use of filters for Internet content. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school/district. The district monitors all Internet and local network activity.



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Guidelines

- ❖ Access to the networks and to the information technology environment within DCSDNet is a privilege and must be treated as such by all users of the network and its associated systems.
- ❖ DCSDNet will be used for the purposes of research, education and school-related business and operations.
- ❖ Any system which requires password access, or for which the district requires an account, such as Internet, may only be used by the authorized user. Account owners are ultimately responsible for all activity under their account.
- ❖ The resources of the DCSDNet are limited. All users must exercise prudence in the shared use of this resource.
- ❖ All communications and information accessible via DCSDNet should be treated as property of the district.
- ❖ The district monitors all Internet and local network activity.

UNACCEPTABLE USES

The district has the right to take disciplinary action, remove computer and networking privileges and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user does the following.

- ❖ Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software are illegal.
- ❖ Copies or reproduces any licensed software on DCSD computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of DCSD.
- ❖ Installs unauthorized software for use on district computers.
- ❖ Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, the following:
 - distribution of unsolicited advertising
 - propagation of computer worms or viruses
 - distribution of quantities of information that overwhelm the system (for example, "chain letters," "network games" or "broadcasting" messages)
 - utilization of the network to make unauthorized entry into any resource accessible via the network.
- ❖ Seeks to gain or gains unauthorized access to information resources, obtains copies of or modifies files or other data, or gains and communicates passwords belonging to other users.
- ❖ Uses or knowingly allows another to use any computer, computer network, computer system, program or software to devise or execute a scheme to defraud or to obtain money, property, services or other things of value by false pretenses, promises or representations.
- ❖ Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computers.
- ❖ Invades the privacy of individuals or entities.
- ❖ Uses the network for commercial or political activity.



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Unacceptable Uses – continued

- ❖ Uses the network to store, distribute or access materials inappropriate to the school district setting.
- ❖ Uses DCSDNet to compromise its integrity ("hacking" software).
- ❖ Submits, publishes or displays any defamatory inaccurate, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either public or private.
- ❖ Uses DCSDNet for illegal, harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities. Illegal activities will be defined as a violation of local, state and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal conduct relating to an individual that has the following purposes or effects.
 - creating an intimidating, hostile or offensive environment
 - unreasonably interfering with an individual's work or school performance
 - interfering with school operations
- ❖ Vandalism is defined as any attempt to harm or destroy an operating system, application software or data, or hardware. Inappropriate use will be defined as a violation of the purpose and goal of the DCSDNet. Obscene activities will be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.

District rights

Darlington County School District reserves the right to do the following.

- ❖ Monitor all activity on DCSDNet.
- ❖ Make determinations on whether specific uses of the network are consistent with this acceptable use policy.
- ❖ Log network use and monitor storage disk space utilization by users.
- ❖ Deem what is appropriate use based on the requirements of law, this policy and the district's legitimate pedagogical concerns.
- ❖ Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy and suspend any accounts during an investigation of possible violations of this policy.
- ❖ Cooperate fully with any investigation concerning or relating to DCSDNet.



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District responsibilities

The district will do the following.

- ❖ Respect and enforce copyright laws and regulations.
- ❖ Take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
- ❖ Attempt to provide error free and dependable access to technology resources associated with DCSDNet. However, the district cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.
- ❖ Thoroughly investigate alleged misuse of the Internet and/or DCSDNet prior to permanent denial of access to DCSDNet resources.
- ❖ Conduct assessments of inappropriate sites.
- ❖ Monitor student Internet activities to ensure students and employees are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.
- ❖ Expects that all students using DCSDNet resources will be monitored by an adult(s).
- ❖ Report child pornography to law enforcement. District and school technical support staff who are working with any computer or portable device and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Disciplinary action

This acceptable use policy is applicable to any member of the DCSDNet community and refers to all information resources whether individually controlled, shared, stand alone or networked. Disciplinary action, if any, for students, staff and other users will be consistent with the district's standard policies and practices. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to. Violations can constitute cause of revocation of access privileges, suspension or permanent removal of access to DCSDNet resources, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case by case basis.

Any user who violates the terms of this policy or otherwise misuses the Internet and/or technology to access or send inappropriate material will be subject to disciplinary action up to and including a recommendation that the individual's employment with the district be terminated and/or the suspension of his/her teaching certificate. Violations of the laws of the United States or the state of South Carolina also may subject the user to criminal prosecution.

Adopted 07/11/2011

Legal references:

Federal law:

47 USC Section 25 4 - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

S.C. Code of Laws, 1976, as amended:

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.



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FILE: IJNDB-E(1) Internet Code of Conduct

Use of the Internet by students and staff of Darlington County School District will be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district approved accounts. Guest users must follow guidelines established for access to the Internet through district resources. Guest access will be monitored in the same manner as DCSD students and staff. Use will be in accordance with the district's acceptable use policy and this code of conduct.

- ❖ Protect your log-on information from others.
- ❖ Respect the privacy of other users. Do not use other users' passwords.
- ❖ Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks or demonstrate other antisocial behaviors.
- ❖ Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- ❖ Treat information created by others as the private property of the creator. Respect copyrights.
- ❖ Use the network in a way that does not disrupt its use by others.
- ❖ Do not destroy, modify or abuse the hardware or software in any way.
- ❖ Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system. Do not "hack" the system.
- ❖ Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- ❖ Do not use the Internet for commercial purposes.
- ❖ The district reserves the right to suspend any account for purposes of investigating possible violations of district technology use policies and to remove a user's account if it is determined that the user is engaged in unauthorized activity is violating this code of conduct.
- ❖ The district reserves the right to review content of all files stored, of all information accessed via the Internet and/or of e-mails sent or received through DCSDNet.



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FILE: IJNDB-E(2) Sample Letter to Parents

Dear Parents/Legal Guardian(s):

Darlington County School District has the ability to enhance your child's education by providing Internet access. The Internet is a worldwide network of computers. It allows your child the opportunity to access rich information sources, share information, learn concepts and communicate with children and adults from other parts of the country and the world.

It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need to student users. However, with access to computers and people all over the world also comes the availability of materials that may be of no educational value, abusive, racially biased or otherwise offensive. Once students become knowledgeable in the use of the Internet, they may discover this controversial information. It is impossible to control all materials on a global network, but the district maintains and monitors the use of content filters for Internet content. The district cannot guarantee that students will not locate this type of material as they explore the Internet's resources. However, the district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school/district.

Personal devices available today such as cell phones, ipads/ipods, etc., provide students with Internet access. The district is not responsible for content that students may access through networks outside of DCSD (such as cellular service providers). However, any personal device that accesses resources through DCSDNet will be monitored and are subject to confiscation pending an investigation of abuse or misuse.

Darlington County School District is using DCSDNet (Darlington County School District Network) as our access to the Internet. Use of the Internet is an educational opportunity that requires users to act responsibly, ethically and in accordance with network use guidelines. Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The student is responsible for his/her conduct on the Internet. Internet monitoring by district and school personnel will be in full compliance with the Children's Internet Protection Act.

If you wish your child to have access to the Internet, please review the attached code of conduct and the DCSDNet acceptable use policy with your child. You and your child must both sign the Student User Internet Access release form indicating your agreement with the conditions for Internet use. The signed release form must be returned to your child's school before access will be provided.

Sincerely,

Superintendent



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FILE: IJNDB-E(3) STUDENT INTERNET USE AGREEMENT

Student name _____
Last name printed First name printed Middle initial

I have read and understand the rules and requirements for accessing information on the Internet. I agree to abide by the rules and I further understand that any violation of the rules is unethical and may constitute a criminal offense. I understand that the district is monitoring all of my activity on the Internet while using DCSDNet. Should I commit any violation, my access privileges may be revoked for the remainder of the year. School disciplinary and/or appropriate legal action may be taken.

Student signature Date

Sponsoring teacher's name _____
Last name printed First name printed Middle initial

Sponsoring teacher's signature Date

PARENT / GUARDIAN PERMISSION

As the parent/guardian of this student, I have read the Darlington County School District Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Darlington County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

I understand that I can be contacted at the phone number below to verify my permission and that if I have questions regarding topics my child is researching or how my child is using the Internet, I will contact his/her teacher. I understand that the district is monitoring all of my child's activity on the Internet while using DCSDNet. I hereby give permission to have my child access information on the Internet.

Parent/Guardian name _____
Last name printed First name printed Middle initial

Phone number and time to call

Parent/Guardian signature Date

