

## TECHNOLOGY USE POLICY

## 6141.4

Internet access is available to students and staff in the Gloucester City School District. We believe it offers valuable and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in the district.

The purpose of this policy is to ensure that use of the Internet resources is consistent with the district's mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the users who must follow strict guidelines. If a Gloucester City School District user violates any of these terms the user account will be closed and future access could be denied.

To gain access to the Internet, all students under the age of 18 must obtain parental permission, which would be legally binding.

Terms and Conditions –

- 1) Users are responsible for good behavior on the school computer networks, just as they are in the classroom, or a school hallway. General rules for behavior apply.
- 2) Internet access is provided for users to conduct research and to communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.
- 3) Users are expected to conduct themselves in a responsible, ethical, and polite manner while online.
- 4) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- 5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- 6) Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
- 7) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
- 8) Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another person's files without written permission is prohibited. Attempts to logon to the Internet as anyone but yourself may result in a cancellation of user privileges.
- 9) Gloucester City School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any damage a user may suffer. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence of your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 10) All communication and information via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- 11) **Students are not permitted to engage in text messaging during school hours. At no time are any members of the school community to use technology to harass and/or bully others.**
- 12) **Students are not permitted to use cell phones during school hours.**
- 13) **Students are not permitted to connect portable digital storage devices to school technology resources, including portable flash memory or memory sticks, disks or personal music devices such as iPods and MP3 players.**
- 14) **Students are not permitted to access the Internet while on school property or during school hours using cell phones or other personal handheld digital devices.**
- 15) **Students are not permitted to create and/or transmit digital data including emails and digital photos using portable handheld devices including cell phones with cameras and Bluetooth enabled devices on school property or at school sponsored events.**
- 16) **Students are not permitted to access commercial message boards, social networking, peer-to-peer messaging or multi-user role playing sites using school or personal devices on school property or during school hours.**

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

### GLoucester City School District Internet Use Agreement:

**STUDENT SECTION:** I have read the District Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures.

User Name:

Grade:

School:

User's Signature:

Date:

## TECHNOLOGY USE POLICY, Pg. 2

**PARENT OR GUARDIAN SECTION:** As the parent or legal guardian of the student signing above, I have read the District Internet Use Agreement and grant permission for my son or daughter to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the school district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature:

Date:

Parent Name:

Home Address:

Phone:

**STAFF SECTION:** I, a staff member in the Gloucester City School District, am aware of the significant responsibilities associated with the use of information technology and the Internet. By my signature below, I certify that I have read the following policies, that I understand them and that I agree to be bound by them. Specifically, I agree to:

- 1) Use district Information Technology Resources for educational purposes only.
- 2) Treat with respect and exercise reasonable care in the use of all district computer hardware, software, and communications resources.
- 3) Not reveal to anyone else passwords or other access codes assigned to me so that I may use the Information Technology Resources of the district, not to trespass in another's folders, work or files for any reason.
- 4) Make responsible, cost effective use of district consumable supplies such as paper, electronic media and printer ink and toner.
- 5) Not develop, acquire, display or transmit any material by electronic means or hardcopy that could be considered by a reasonable person in our community as obscene, scatological, racist, abusive, degrading to men or women by gender or demonstrating tolerance or prejudice toward any ethnic or religious group.
- 6) Not use district technology resources to support political or religious causes or support candidates for public, elected office, or to promote personal agendas.
- 7) Not to violate copyright laws.

**Unless authorized by the Technology Department:**

- 1) Make no attempt to in any way, alter, modify, upgrade, or repair any district hardware, including, but no limited to, computers interface cards, monitors, printers, scanners, modems, wiring, or cabling.
- 2) Make no attempt to damage, modify or upgrade any district software.
- 3) Make no attempt to install software of any kind on any district computer or network or download and install programs of any kind to any district computers.

Technology is a powerful tool that can enhance instruction. Every staff member maintains the responsibility to closely monitor student use of the Internet when that student is assigned to him/her. If a staff member suspects any misuse of technology by a student, the staff member will report that suspicion to the building principal or designee.

**Each staff member will:**

- 1) Receive an email account that is assigned by the district. Email IS NOT PRIVATE, it is **archived, and may be monitored by** the school district.
- 2) Be given a password to access the computer system. In accepting this password, the staff member agrees to keep it confidential and report any breaches of security to the building principal or designee.
- 3) Contact appropriate supervisors or school administrator if special provisions are needed such as the establishment of individual or group student email accounts that would enhance instruction.
- 4) Report any malfunction or hardware problem to the district Director of Technology via the online reporting system.
- 5) Note: The use of the computer, including the Internet/email connections is closely monitored and IS NOT PRIVATE. Network storage space, called home directories, is provided for every staff member and is treated as lockers. The home directories are closely monitored and may be inspected at anytime if there is reason to believe that there is a difficulty. This means the Network Administrator reviews files and communications contained in the home directories to maintain system integrity and insure that users are using the system consistent with district policy. Users should not expect that files stored on district servers would always be private.
- 6) If a staff member inadvertently accesses an inappropriate site, it must be reported immediately to the Director of Technology.

## TECHNOLOGY USE POLICY, Pg. 3

- 7) In general, equipment is not permitted to leave district facilities. Exceptions can be made for instructional purposes. ALL requests to borrow equipment must go through the technology department and will require that the borrower sign a checkout form indicating they have received the listed equipment and are aware of the policies regarding borrowed equipment. Note: Borrowed equipment is the sole responsibility of the person signing the checkout form. Repair or replacement costs for missing or damaged equipment will be assessed to the borrower of record.

Staff Member's Name:

Staff Signature:

Rationale:

School web pages are public documents welcoming the outside world to the school and linking students and staff to outside sources of information. Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any Internet user from around the world to access. Web pages should support the educational goals of Gloucester City Schools.

In producing the web pages the following goals should be considered:

- 1) Introducing outside visitors to the school and its program,
- 2) Sharing the school's successes with the world, and
- 3) Linking internal users to good outside information resources.

Publishing Safeguards:

- 1) Decisions on publishing student names, pictures and audio clips are based on the principal's or web designer's judgment. Written permission by a parent/guardian must be obtained before publishing.
- 2) Permission must be obtained from any staff member prior to displaying his/her photograph.
- 3) Web page documents may not include any information that indicates the physical locations of a student at a given time other than attendance at a particular school or participation in activities.
- 4) Web page documents may include only the first name and the initial of the student's last name unless parental/guardian permission has been granted.
- 5) Documents may not include a student's phone number, address, names of their family members, or names of friends.
- 6) Copyright must be respected. The author of the web page must not use copyrighted materials without permission.

All Web Pages are required to meet Guidelines/Procedures established by the school district.

### Equipment

**Equipment is primarily intended for use by staff members for instructional purposes. As resources permit, equipment may also be used by staff for other District related functions or by non-staff meeting in school facilities.**

**In general, equipment is not permitted to leave district facilities. Exceptions can be made, depending upon the event, the equipment requested and the length of time equipment will be unavailable to other users. Examples of possible exemptions are the use of equipment for homebound students or the recording of school activities occurring in other locations. Equipment may not be borrowed for personal use.**

**Borrowed equipment is the sole responsibility of the person indicated on the checkout form. This individual is responsible for any equipment checked-out under their name, regardless of who may subsequently use the equipment during that particular checkout period. Repair or replacement costs for missing or damaged equipment will be assessed to the borrower of record.**

**All equipment requests must go through the technology department and will require that the borrower sign the checkout form indicating that they received the listed equipment and that they are aware of the above policies.**