

# Lexington District Two Technology Acceptable Use Policy Policy IJNDB Use of Technology Resources in Instruction

Issued 9/14

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

Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district's goal in providing this technology is to transform the learning environment and promote educational excellence by facilitating resource sharing, communication, and 21st century skills.

Access to technology is essential and comes with the responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology funding assistance program. Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Adopted 1/18/96; Revised 9/19/14

Legal references:

Federal law:

47 USC Section 254(h) - 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 10-1-205 - Computers in public libraries; regulation of Internet access.

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

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 59-19-90 - General powers and duties of school trustees.

Section 59-63-110 et seq. – Safe School Climate Act

Court cases:

Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

**LEXINGTON COUNTY SCHOOL DISTRICT TWO**  
**AR IJNDB-R Use of Technology Resources in Instruction**

Issued 1/96; Revised 9/14

**Technology Access**

Technology is vitally integrated into the educational process and curriculum of the district. Students and staff will be provided access to technology to include hardware, software, network, Internet, and electronic mail (e-mail) services.

By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and learning by allowing access to resources unavailable through traditional means.

Through the network and Internet, students and staff will have access to the following:

- electronic mail communication
- global information and news
- public domain and network-based software and shareware of all types
- discussion groups on a vast range of topics
- access to local, regional, public, state and national library catalogs

Effective use of technology in an educational setting requires proper end-user conduct according to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. If a Lexington County School District Two user violates any of these provisions, his/her access will be restricted and future access may be denied. Additionally, any user who violates these guidelines will be subject to appropriate disciplinary action. Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. The district makes every effort to monitor and restrict ready access to known objectionable sites and to controversial or inappropriate materials. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value. The district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. Use of technology and/or Internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

Upon reviewing the Acceptable Use Policy (IJNDB-E), each staff member and student is indicating he/she has read the terms and conditions carefully, understands their significance, and is agreeing to abide by the policy. Signatures affixed to the Acceptable Use Policy are legally binding.

Due to the integration of technology in the educational process and the curriculum of the district, student use of technology is not optional. All students enrolled in the district understand that they will be using technology responsibly at school and at home on a regular basis and are bound by the terms of this policy and administrative rule.

**Internet Safety Policy**

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block obscene materials, child pornography or "harmful to minors" materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district's "Internet safety policy." This rule includes provisions to address access by minors to inappropriate materials on the Internet and World Wide Web; the safety and security of minors when using electronic mail, discussion boards, and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

## **Terms and Conditions**

### **Acceptable Use**

The district's purpose for using technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Student use of an account must be in support of education and research and consistent with the educational objectives of the district. Use of another organization's network or computing resources must comply with the rules appropriate for that network. All public domain software and shareware must be registered. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's student/parent handbook and the district's employee handbook.

Lexington County School District Two requires all its users to report technology related issues or problems immediately. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

District web pages must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District Two will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District Two will involve law enforcement should illegal activities take place.

Lexington County School District Two expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific school-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Students will not engage in unauthorized recording of fellow students or staff via still photography, audio, or video.

Users will utilize the system for educational, professional, or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only.

Users will not upload or scan in inappropriate or non school-related images of their own accord to district technology resources.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not attempt to gain unauthorized access to the email system, the district Web pages, or any other computer systems through Lexington County School District Two email and/or Internet and/or network access. Users will not make deliberate attempts to disrupt computer system or network performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

If the user feels he/she can identify a security problem on the Internet, he/she must notify a school staff member, a system administrator, or the district Internet coordinator. The user must not demonstrate the problem to other users.

Users will not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges.

Users will not download or install any unauthorized software or install any unauthorized hardware.

Users will not run any executable files attached to an email message.

Users will not knowingly use portable data storage devices which contain viruses or in any other way knowingly spread computer viruses.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on Web pages. All communications via district Web pages will comply with the district's technology policy and district's student code of conduct (JICDA) policy and administrative rule (JICDA-R).

Users will not engage in personal attacks, including prejudicial or discriminatory remarks.

Users will not send harassing email, texts, pictures, or electronic messages to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will not use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination towards other people.

### **Responsibility**

Lexington County School District Two makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user incurs. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy, quality or cost of information, goods or services obtained through the Internet. If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student), will be responsible for all such costs.

District and school computer technicians who are working with a computer or other electronic device and come across sexually explicit images of children must report this to local law enforcement and the superintendent. The report must include the name and address of the owner or person in possession of the computer. Along with cooperating with law enforcement's investigation of the report, the district will launch an internal investigation to determine the appropriate disciplinary measures.

### **User Privacy**

E-mail messages and any other electronic files created using district resources or stored district resources are the property of the district. This includes messages and files transmitted through the district or school network connection, including wireless Internet.

The district reserves the rights to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Messages related to or in support of illegal activities may be reported to the proper authorities.

Lexington County School District Two utilizes several web-based software applications and services operated by third parties. In accordance with the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501-6506, these services will be COPPA compliant. As outlined in this Act, responsibility for full and continued compliance rests with the web-based software and service operators and not with Lexington County School District Two.

## **Lexington County School District Two Technology Acceptable Use Agreement**

### **Acceptable Use**

Acceptable use means technology (computers, Internet, mobile devices, telephones, etc.) is used in an appropriate manner, abiding by the rules and regulations as described in this agreement. Technology should only be used for instructional purposes, research, or career development.

### **Agreement**

I have read and understand the Lexington County School District Two Technology Acceptable Use Policy (see Board Policy IJNDB and Administrative Rule IJNDB-R) and agree to abide by them.

I understand that the use of technology is essential and that inappropriate use of technology on or off campus may result in disciplinary action and/or referral to legal authorities. Administration may limit, suspend, or revoke access to technology at any time.

I understand that I must follow the district's guidelines or I am violating the Lexington County School District Two's Acceptable Use Policy and may also be breaking the laws of the United States or South Carolina.

I agree to be responsible for any unauthorized costs incurred by my use.

I understand that Lexington Two expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable and any possible security problems.

I understand that if I publish online content I am responsible for following the district's policies and procedures, ensuring the accuracy and appropriateness of all materials, and making sure all materials adhere to the district's guidelines. Students and parents/legal guardians should understand that the district may take disciplinary action for off-campus conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools. The school or district may take disciplinary action when there is inappropriate off-campus conduct such as posting online comments that intimidate, bully, harass, or threaten other students or staff members or that have a negative impact on the school environment. Such conduct is not limited to textual comments and may include, but not be limited to, the inappropriate use of photos, pictures or other visual materials that harass or threaten others or create a negative impact on the school environment.

Please note that this form must be completed annually.

User's full name (please print): \_\_\_\_\_

User's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

If you are under the age of 18, a parent/legal guardian must also read and sign this agreement

## Lexington School District Two COPPA Notification Statement

Dear Parents of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Achieve3000, Prezi, Animoto, Google Apps for Education, Pearson SuccessNet, and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information — generally the student's name and school email address — must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

### Parent/Legal Guardian Signature

As the parent/legal guardian of this student, I have read and the Technology Acceptable Use Policy (Board Policy IJNDB and Administrative Rule IJNDB-R) and the Lexington Two COPPA Notification Statement . I understand that the access to technology is essential and is designed for educational purposes. Lexington County School District Two has taken precautions to limit access to controversial online material. However, I also recognize it is impossible for the district to restrict access to all controversial online materials and I will not hold the district responsible for materials accessed on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use a school account for access to technology and independent online navigation.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission.

In addition, this form when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web-operators: Achieve3000, Prezi, Animoto, Google Apps for Education, Pearson SuccessNet, and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

Parent's/Legal guardian's name (please print): \_\_\_\_\_

Parent's/Legal guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Issued 1/18/96

Revised 9/19/14

LEXINGTON COUNTY SCHOOL DISTRICT TWO