



## **Technology Usage Policy**

**Revised November 2011**

**Approved: \_\_\_\_\_**

The following policies apply to all technology (hardware or software) owned or managed by the Jackson County School District. Unless otherwise noted, policies apply to all users: faculty, staff, students, parents, and guests.

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## Legal and Ethical Use

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It is the policy of the Jackson County School District to furnish all educational stakeholders with opportunities to access a wide variety of technology resources to support the educational and instructional activities of the school district. All technology usage will be conducted in legally and ethically appropriate ways that are consistent with the instructional goals of the Jackson County School District. **Use of the technology resources is a privilege and not a right.**

All technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state, and federal laws and/or guidelines governing the usage of technology. School administrators will be responsible for establishing specific practices to enforce this policy at individual schools, and this policy will be communicated to all staff, students, and parents. All of the technology resources of the Jackson County School District are included in this policy regardless of the date of purchase, source of funding, or its location within the system.

Any questions about this policy should be directed to the superintendent or the district technology coordinator. Violation of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

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## Access

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- Individuals may only use hardware, accounts, files, and software that have been assigned to them or which are considered school-wide resources.
- Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data owned by the Jackson County School District.
- Individuals may not use another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- Any use of technology that reduces the efficiency of use for others will be considered a violation of this policy.
- Individuals must not attempt to disrupt any computer services or data by spreading viruses, spamming, or by other means.
- Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- Suspected inappropriate use of technology resources will result in a suspension of privileges pending a formal investigation.
- The district superintendent, district technology coordinator, and/or school principals will determine when inappropriate use has occurred. These officials have the right to deny, revoke, or suspend specific user accounts, and their decision will be final.
- Individuals who violate any of the policies contained in this document may be denied access to all technology.

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## **Privacy**

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- To maintain network integrity and to insure that the network is being used responsibly, the district superintendent, the district technology coordinator, and the network administrator reserve the right to review files and network communications.
- There should be no assumption of privacy for any files stored on or transmitted by technology owned or managed by the Jackson County School District. This includes the wireless network.
- Users should be aware that the technology staff routinely monitor and perform maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, telephone systems, and all other hardware/software. During these procedures, it may be necessary to review e-mail and/or private information on the district's technology resources.
- Files, emails, and security videos located on the district network may be used by the school district to document violations of district technology usage policy.
- The school district will cooperate completely with local, state, and/or federal officials in any investigation concerning any illegal activities including providing file, emails, and/or security videos to these officials upon the receipt of a court order.
- School district employees will not provide files or emails belonging to others and/or security videos to any third party under any circumstance other than the receipt of a court order.

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## **Copyright**

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- Software may only be used in accordance with the license agreement associated with it.
- The principal of each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the superintendent or the district technology coordinator and distributed to all schools that will use the software.
- The school technology coordinator or the system network administrator is responsible for the installation of all software in use on the school's local-area network and the district's wide-area network. No one else is authorized to load or tamper in any way with software on either network.
- Copyright laws that govern the use of intellectual property will apply to all material accessed through technology (hardware and/or software) owned or managed by the Jackson County School District.
- The legal and ethical practices of appropriate use of technology resources will be part of the professional development for all employees of the Jackson County School System.

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## **Electronic Mail/Digital Communication**

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- The Jackson County School District provides access to electronic mail for teachers, administrators, and clerical staff. Access to email may be provided to students for specific projects upon the request of the teacher.
- All digital communication initiated or transmitted through software or hardware owned or managed by the Jackson County School District must be appropriate and responsible.
- Personal use of electronic mail faculty/staff is permitted as long as it does not violate Jackson County School District policy, adversely affect others, adversely affect the speed of the network, or interfere with the users professional responsibilities.
- Jackson County School District e-mail accounts may not be used for political purposes or personal gain.

- Jackson County School District e-mail accounts may not be used for sending anonymous messages.
- Deleted emails will be held on the Jackson County School District Server for a period of thirty days before they are permanently removed from the database (see section on privacy).
- Student access to e-mail is subject to all legal and ethical standards outlined in this policy.

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## **Internet**

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Information from electronic sources opens unlimited possibilities. The Jackson County School District will provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula. As required by the Children's Internet Protection Act, the Jackson County School District has taken precautions to restrict access to inappropriate materials as follows:

- Internet access for all users is filtered through one central point by URL and IP address.
- Internet searches are filtered by keyword.
- The Jackson County School District has the authority to add or remove URLs and IP addresses from the filtered list. Staff members may request review of filtered sites.
- Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner
- On a global network, however, it is impossible to control all materials. In the event any user determines that any inappropriate material can be accessed via the Jackson County School District internet connection, it is that user's responsibility to immediately report the URL to the school administrator who will immediately contact the district technology coordinator who will ensure the URL is blocked.
- Students will gain access to the Internet by providing the written permission of parents (see Appendix C). Permission is not transferable, and therefore, may not be shared.

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## **Websites**

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The following policies apply to all content posted to any of the following: The Jackson County School District website, individual school websites, teacher pages hosted on a website owned or managed by the school system, and Moodle. These policies do not apply to web content managed privately by faculty, staff, students, or parents.

- All subject matter posted should relate to curriculum, instruction, school-authorized activities, school or school district news, or general information that relates to the Jackson County School District's mission.
- All content should conform to school board policies and established school guidelines.
- Written approval from a parental or guardian is required before student photographs and/or student names are posted to any public website. No other personal student information (for example: address, phone number, email address, social security numbers, names of family members, or names of friends) may be posted on any public webpage.
- All material posted on a school system website must be of publishable quality with regard to spelling, usage, and mechanics.
- Faculty/staff may not use social media (facebook, myspace, etc.) or discussion platforms (wikipages, etc.) for school sponsored or related activities without permission of the superintendent.

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## **Inappropriate Use**

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The following activities are examples of inappropriate activities for the Jackson County School District network, e-mail system, or the Internet. This list is not all-inclusive. Any activity that is considered inappropriate in “paper form” is also considered inappropriate in electronic form.

1. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
2. Sending, displaying, or downloading offensive messages or pictures
3. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
4. Using technology for illegal activities (i.e. threats, instructions on how to perform illegal acts, drug dealing, purchase of alcohol, gang activities, etc.) or to create illegal materials (i.e. counterfeit money, fake identification, etc.)
5. Harassing, insulting, or attacking others using technology resources
6. Damaging computers, computer systems, or computer networks (this includes changing printer configurations and computer configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
7. Violating copyright laws
8. Intentionally wasting limited resources such as disk space and printing capacity
9. Trespassing in other user files, folders, or work
10. Saving information on any network drive or directory other than your personal home directory or a teacher specified and approved location
11. Participating in on-line chat rooms
12. Posting any false or damaging information about other people, the school system, or other organizations
13. Posting of any personal information about another person without his/her written consent
14. Broadcasting network messages and/or participating in sending/perpetuating chain letters
15. Plagiarism
16. Use of any Jackson County School District Technology resources for personal gain, commercial purposes, or political purposes

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to:

1. Loss of access
2. Additional disciplinary action to be determined by school and/or district administrators in line with existing practice regarding inappropriate language or behavior
3. Legal action, when applicable

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the principal, the local school technology coordinator, the network administrator, or the district technology coordinator. Any user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

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## **Personal Electronic Devices**

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All regulations set forth in the Jackson County School District Technology Usage Policy apply to the use of personally-owned electronic devices on school property regardless of the time of day and while at school-sponsored events off school grounds. The Jackson County School District is not responsible for personally-owned electronic devices when lost, stolen, or damaged on school grounds or while at school-sponsored events off school grounds. School district personnel are not responsible for configuring personally-owned electronic devices to access network resources or for maintaining personally-owned electronic devices used at school.

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## **Inventory**

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The Jackson County School District Technology Coordinator will ensure that all technology resources are properly inventoried in accordance with state law. The inventory will be updated annually.

All school technology must be maintained at the school/location where it is assigned. The transfer of technology must be approved through the Technology Coordinator's office.

Faculty/staff wishing to remove any technology (laptop computers, iPads, etc.) from the school/building must:

1. Sign-out the material with their administrator using an approved form (see appendix A).
2. Understand that they are responsible for replacing or repairing any technology that is lost, damaged, or stolen while in their possession.

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## **Acceptable Use Agreement**

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Employees of the Jackson County School District will be required to review all policies, abide by the policies in their own use of technology resources, and enforce the policies pertaining to student use of technology resources.

All employees must sign an Employee Technology Resource Agreement (see appendix B). These agreements will be kept on file at the district office.

## DISTRICT TECHNOLOGY PROPERTY CHECKOUT AGREEMENT

While the primary purpose of the Jackson County School District's technology equipment is for use on site during the instructional/work day, there are times when it is appropriate for staff to check out equipment to be used for educational purposes beyond the work day and outside of the work environment. All staff members or will be required to sign this form before technology equipment can be taken to a location other than a District facility.

**By completing and signing this form, I/we acknowledge and agree as follows:**

1. All use of the District's technology equipment will be for educational purposes. For employees this includes attending professional workshops, conferences or meetings. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. To make no unauthorized changes to the equipment's configurations. For computers, this means no adding, removing, or adjusting any computer software or hardware.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear, and to assume liability for any damage, loss, or theft of the equipment while in my care.
4. To return the technology equipment:
  - a. On or before the due date on this agreement;
  - b. Prior to the due date if requested by the authorizing supervisor/department head;
  - c. When resigning or otherwise terminating employment.

**ITEM INFORMATION**

Item Checked Out: \_\_\_\_\_ From School/Department: \_\_\_\_\_

Type: \_\_\_\_\_ Brand: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ JCSD Property Number: \_\_\_\_\_

Replacement Value: \$ \_\_\_\_\_ Return Date: \_\_\_\_\_

Authorizing Supervisor/ Department Head (please print): \_\_\_\_\_

I/we have read and agree to comply with the Technology Equipment Check Out Agreement. I understand that any violation of the procedures may result in me not having access to equipment for use away from District facilities. I also understand that I assume accountability and responsibility for any equipment I check out. I understand that I am personally liable for:

- The replacement cost of the item, as indicated above, if the item is not returned; or
- The amount required for repair or replacement parts, if the item is damaged when returned.

I agree to release, indemnify, and forever discharge the Jackson County Board of Education, the Jackson County School District, its successors and assigns, its agents and employees and all other persons, firms, or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of Jackson County School District's equipment and participation in its check out.

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

User Signature: \_\_\_\_\_

JACKSON COUNTY SCHOOL DISTRICT  
EMPLOYEE TECHNOLOGY RESOURCES AGREEMENT

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County Schools Technology Use Policy. I further understand that as an employee in the school system, I am responsible for enforcing this policy pertaining to student use.

EMPLOYEE NAME (please print): \_\_\_\_\_

TEACHER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## JACKSON COUNTY SCHOOL DISTRICT STUDENT TECHNOLOGY RESOURCES AGREEMENT

### Student

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I understand that as a computer user on the Jackson County School District network, I am responsible for my actions and for behaving appropriately when using technology resources. I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any Jackson County School District technology resources.

- Loss of access to technology resources
- Additional disciplinary action according to the Jackson County School District Code of Conduct regarding inappropriate language or behavior
- Legal action, when applicable

Student name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_

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

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### Parent/Guardian

I acknowledge that I have read, understand, and agree to all terms as outlined in the Jackson County School District Student Technology Usage Policy. I also understand that this agreement will be binding during the entire career of my child at his/her current school.

Yes___	No___	My child may use the Internet while at school according to the rules outlined in the policy
Yes___	No___	A picture of my child engaged in school activities may be placed on the school or district website.
Yes___	No___	My child's first name and last name may be used on the district or school website with a picture or article pertaining to a school activity or honor.

Parent/Guardian name (please print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

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